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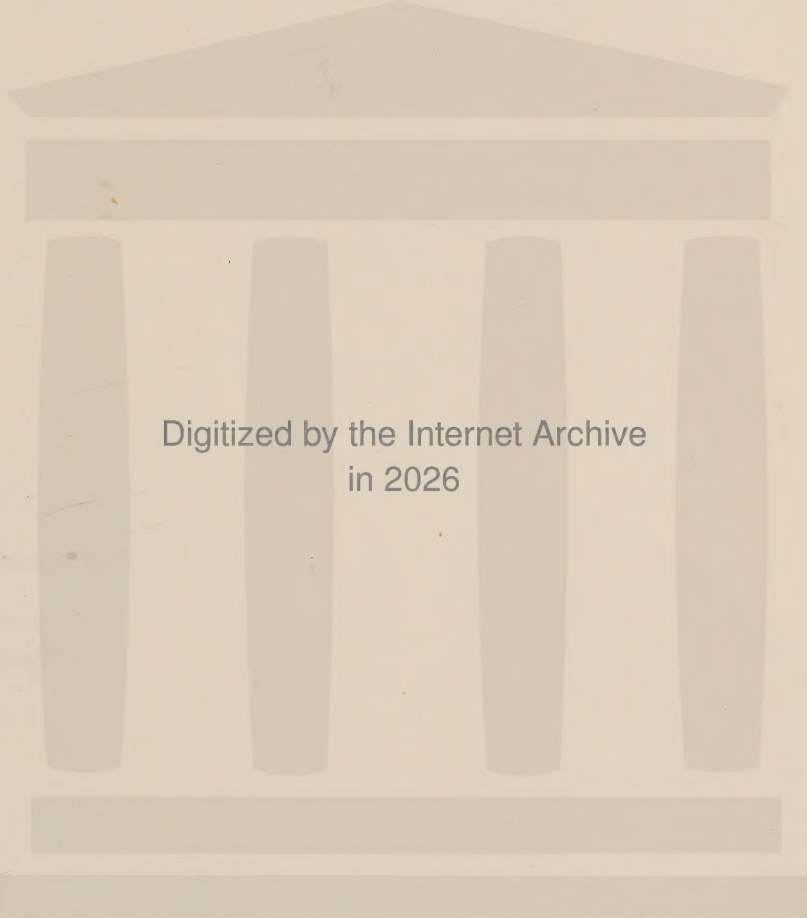
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DR. EMILIO RE

Photograph taken January, 1948 by the Allied Force Records Administration (Rome)

The Italian Archives During the War

By EMILIO RE¹

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IN A country so rich in history and historical documents as is Italy, attention to the Archives and their conservation, and a knowledge of their importance and value can never be entirely lacking; and in fact they were not absent even in the case of the recent war. Because of her position, Italy was already aware of the dangers of war, and was not without a recent experience in this respect, that of the war of 1915-1918. But the first world war presented quite different problems. The only danger that was thought possible at that time, and against which it was therefore necessary to provide protection, was that of an invasion, and even this was limited to a small part of Italy near the northeast frontier. The only provision then made was partly to evacuate the Archives located near the border, transferring the most valuable part either to this side of the Apennines, or to the opposite side of the Po Valley, near the western boundary—for example to Turin.

But now the danger concerned the whole Peninsula, and the Islands as well; and it was a danger that came chiefly from the sky. Aerial warfare—this was the main concern of the moment. That the fighting, in the course of time, would pass across the islands and the Peninsula, and would, especially in some parts, devastate it kilometer by kilometer was, it can well be admitted, hard to imagine at first. It was this error of foresight, perhaps excusable, and the failure or inability to take protective measures in time, that caused some of the worst mishaps.

The first reference, or let us say the first document, pertaining to the protection of the Archives dates from 10 May 1935; it is a circular which anticipates the suggestions that were later applied during the War. Four years later, a sign of the general presentiment of an imminent conflict appeared also in the field of legislation. A bill to safe-

¹Dr. Re is Commissioner Extraordinary to the Italian Archives, Ministry of the Interior, Rome, and also an Honorary Member of the Society of American Archivists. This paper, in its Italian version, was read to the Deputazione Romana di Storia Patria, May 25, 1946, and published in pamphlet form as *Gli Archivi Italiani Durante la Guerra* (Rome, 1946. 24 pp.). The translation is by Dr. George C. Reeves, Records Analyst, Allied Force Microfilm & Records Depot, Rome. All notes are added by the translator.

guard the nation's artistic, bibliographical, and cultural heritage in case of war, which would have included the Archives, was presented the following year. Neither of these was carried into effect. The Archives, however, gradually took on a wartime aspect. The measures adopted everywhere in conformity with uniform directives show a single preoccupation, that of aerial warfare, and they were as follows:

- (1) Formation of first-aid squads, composed of specially trained personnel, who would rush to the scene at the first signal of alarm.

- (2) Distribution of gas-masks to all personnel of the Archives.

- (3) Inspection of all buildings used for archives, in order to provide them with shelters and means of fire protection.

- (4) Finally, protection of the archival material itself, either transferring it from the upper to the lower floors of the same building, or into specially prepared basements; or transporting it—at least the most valuable part—far from the center of the city to out-of-the-way rural locations without industrial or military importance and hence presumably less exposed to the danger of bombardment.

This last measure, initiated by some Archives the year the war began, was applied with increasing tempo in the following years as the threat of aerial warfare grew more serious. Between 1940 and the summer of 1943, almost all the State Archives (certainly all the major ones) had transferred the holdings considered most precious away from the original locations—to a single place as did the Archives of Naples, to three places as did the Archives of Florence, and even to five or six as did those of Turin and Milan. The choice of the material to be sent away was made arbitrarily (and could not be otherwise), and under the responsibility of the respective directors; but the Ministry, under the pressure of events, insisted more than once, especially in 1943, that the choice should be the broadest possible. Of course the execution of this overall dispersion plan varied in detail according to local conditions and also according to the criteria, convictions, point of view, and spirit of initiative of the several directors.

Meanwhile the first losses had begun to occur toward the end of 1941. Each evacuation, however broadly interpreted, could not include all the material, but only the part considered most valuable. The bulk of the records had to remain in their usual places, which were now more exposed. The first to be hit were the Archives of Naples in the autumn of 1941, and Turin in December 1942, followed in the first eight months of 1943 by the Archives of Palermo, Trapani, and Messina in Sicily, Cagliari in Sardinia; and then, on the Peninsula, those of Parma, Naples again, and Milan. The losses at Turin, and also, for the time being, at Naples, were not serious, but especially unfortunate were the losses at Messina, whose 40,000 notarial protocols were burned—an

incomparable source for the history of the Island, especially of that strategic route of Mediterranean commerce and civilization, The Straits; and those at Palermo, which included the destruction at the Gancia section of about 30,000 volumes of the Grand Civil Court. But the worst event of that period, ending in August 1943 with the close of the most intense period of aerial warfare, was that which affected the State Archives at Milan. In March it had already suffered a severe blow in the Sant' Eustorgio section, where the judicial series were destroyed, but on the night of 12-13 August, during the terrible bombardment which devastated the whole city, the Senate Palace, central building of the State Archives, was also struck. One who returns today to Milan and looks at the front of the Senate Palace may have the illusion, as in the case of so many other façades of Palaces in Milan, that the building is intact, but as soon as he passes the threshold and views the first and very beautiful colonnaded courtyard, he grasps in a single glance the enormity of the disaster. When I stopped at Milan for the first time in May 1945, I found a layer of white ashes several centimeters thick still lying on the ground floor under the uncovered roofs; that was all that remained of the enormous material left behind even after the comprehensive evacuation carried out in the preceding months. Along with this, the losses included the collection of "Le Gride"²; some private Archives of unusual value, and finally, the excellent specialized library of about 15,000 volumes, collected over a century of patient research.

* * *

I have said that August 1943 marked a turn of events; it closed one period as far as the Archives were concerned, and opened another. Until August 1943, the only menace to the Archives and the only losses suffered were those resulting from air raids. From that time on a few sad cases still occurred from the same cause, but only sporadically, as in the destruction of the Archives of the Pontifical Legation at Ferrara, hit only a few days before the end of the war in the City Hall of Ro Ferrarese where they had been sheltered. Aerial warfare had ceased, if not to spare, at least to single out the big urban centers where the larger Archives are situated, and was concentrating its action preferably along the lines of march of the two armies, on the battle front, which since 8 September had moved over to the Peninsula; and it is here that we must look for the worst damage henceforth. The new threat

² I.e. decrees announced by town criers—very well known to those who have read "I prowessi spasi" by Manzoni.

³ The three asterisks that appear repeatedly in the article do not indicate omissions in the English version but appear in the printed Italian version and are indicative merely of major transitions in thought or subject matter.

to our cities, homes, churches, monuments and Archives was no longer just that of the air raids, but that of the fighting on the territory of the Peninsula itself. So much for the offense.

As for defense, that is, the organisation of means to protect and safeguard the records, another fact of capital importance must be taken into consideration, namely that from September 1943 on there existed two governments in a divided Italy: one at Salerno (later at Rome), the other at Brescia; and that behind both there was by this time another authority, often predominant, the authority of the commands of the two foreign armies fighting on the territory of the Peninsula, and on their behalf, of two Offices soon formed in each Headquarters, the German Kunstschutz and the Allied Subcommission for Monuments, Fine Arts, and Archives. To wage war in the modern style in a territory like Italy, and yet have concern for the damage it might do to the monuments, fine arts, and archives, was something like leading a wild bull into a church and then trying to keep him from damaging its ornaments. Nevertheless, this concern constituted, let us not say an homage (the word would be out of place), but a recognition of the nature of the country where the war was now being fought. As one of the best friends I have had in the Allied Commission, Major Bell (now returned to his University at Oxford) expressed it, not without a gentle irony: "Whatever may be the position in International Law of the Archives of a country where fighting takes place, no modern state can permit their complete destruction. Protective measures may be taken for quite different reasons, good or bad, but there must be some form of protection." The formation on both sides of the offices we have mentioned arose from considerations of this kind. Naturally some time was required to get them organised.

But while we waited, another disaster, the most tremendous of all, had to strike our Archives, only a month after the disaster of Milan. I refer to the burning of the Archives of Naples at Villa Montesano, near Nola. The facts are already known because the Italian and foreign press and also the radio have made them public.⁴ Nevertheless it is worth while to summarize them here briefly.

The Archives of Naples—both its buildings and its documents—had already been hit repeatedly by air attacks; in fact, it had been the first to be hit, though lightly, as far back as the Autumn of 1941. After an interval during all of 1942, the raids recommenced with renewed violence in 1943, hitting the San Severino building in February or March, and the Pizzofalcone building in August, when a large part of

⁴The reader may wish to compare this account of the disaster with that by Count Riccardo Filangieri, Director of the State Archives at Naples, which was published in English translation in *THE AMERICAN ARCHIVIST* for October 1944 (VIII, 252-255).

the War and Navy records preserved there was destroyed. All this, and also the position of Naples and its two Archives buildings (San Severino and Pizzofalcone) near the harbor, fully explains and justifies the concern felt from the beginning and the measures taken in consequence to remove the greatest possible amount of valuable material. So in two consignments between March and June of the fatal year of 1943 the flower of the State Archives of Naples was transferred to a villa in the Nola countryside at San Paolo Belsito, Villa Montesano, 30 kilometers from the city, and it was there that the valuable collection, contrary to every foreseeable probability, was overtaken a few weeks later by the passage of the forces that had debarked unexpectedly at Salerno. The conditions in the countryside around Naples, during those last weeks of September, between the proclamation of the Armistice, the landing of the Allies, and the evacuation by the Germans, are well-known or can be imagined. It is only by placing ourselves in that atmosphere of general violence, anarchy, misunderstanding, desperate fury and collective folly that we can hope to approach, or be less remote from, understanding an event as senseless as it was horrible. As for the circumstances that accompanied it, they present nothing in themselves capable of a plausible relation of cause and effect.

On the afternoon of 28 September two German soldiers, apparently in search of a calf, penetrated into Villa Montesano and thus discovered by chance the place of storage. The next day the Villa had two other visits, one by a squad in search of supplies, and the other by two soldiers, one of whom was certainly an officer, who examined carefully the contents of some of the boxes and asked and obtained explanations of an upper grade employee who was there on the spot and perfectly able to give exact information. The next morning at 9:30 A.M., a squad of three soldiers arrived by motorcycle under the command of a non-commissioned officer, who announced that he had come with orders to burn the villa. In vain the same employee tried to dissuade him, reading a letter written by the Director of Archives the day before, which set forth the purely cultural character of the collection, and its great importance for the history, not only of Italy, but also of Europe, including Germany. The German noncommissioned officer listened, but did not move or yield, and refusing the letter, he exclaimed: "The Command knows all about it, orders are to set fire." Remonstrances and prayers were of no avail and the villa was burned under the protection of machine guns. The question remains—of only relative importance in the face of the facts—whether the Germans knew exactly what they had before them and really intended to destroy the stored documents of the Archives of Naples, or whether that destruction might not be rather the effect of a mischance, a most unfortunate coincidence, their inten-

tion being merely to destroy just any villa for revenge. But the explicit declaration of the noncommissioned officer that the Command knew all about it, renders this interpretation less credible. Besides, that which happened less than twenty days before in Naples itself, with the devastation of the University and the destruction of the library of the Royal Society, indicates that theirs was a preestablished punitive plan. Certainly in neither case can one suppose individual initiative; in both cases, those who did the material deed referred explicitly to orders received. The responsibility must be attributed to a higher authority, even though it is true that its orders found willing executors in the ranks. A remark made on a similar occasion by the soldiers, this time to a woman (and so perhaps more sincere) is pertinent: "The soldiers said to me that after the betrayal of the cause by the Italians, they ought to destroy everything and first of all the University. . . . They also said that their homes had been destroyed by the British so they should destroy ours." It is not important whether they knew, in the case of the Archives of Naples, exactly what it was; what they well knew because they had been told so, was that it was something important and valuable, and for this reason they wanted to destroy it. Strike, punish, revenge, apply the law of the Wild Beasts, not in the ordinary ratio of an eye for an eye and a tooth for a tooth, but in the ratio of ten to one, as was applied later here at Rome in the massacre at the Ardeatine Caves—this was the state of mind from which issued, I might say exploded, as from a pile of dust, the destruction of the Archives of Naples. What not only Italy, but Europe and the civilized world had lost from that destruction, I am not here to repeat to you, because you certainly know it already. Many centuries of unitary rule had centered in Naples the largest and best part of the documentary material relative to the History of Southern Italy. The region has always been called the Kingdom, not only in its internal aspect, but also in its relations with the states bordering the Mediterranean and those of Central Europe; and all this, or at least the best part of it, was lost within one hour—54,000 parchments, the famous Anjou Chancellery, that of the House of Aragon, the Farnese Papers, the so-called Archives of the Royal House, that of Foreign Affairs, the Chamber of the Summary Court, old land surveys, the "Fuochi e Cedolari,"⁵ the quinternions of the feudal estates, and so forth.

We have dwelt at length on the episode of the Archives of Naples, not only because it represented the most serious loss we suffered in the whole war, but also because it coincided with an important turn of events. Perhaps the great and illustrious victim, sacrificed just as the war was entering a new phase, in which it would cross the whole Penin-

⁵ *I.e.* censuses of hearths and registers of feudal taxes.

sula from one end to the other, called to the attention of the military commands, the serious responsibility they might incur if they failed to prevent similar occurrences, and helped quicken the formation of the protective agencies mentioned above. The same Germans who destroyed the Archives of Naples at the end of September, a month later, whatever their motives might be, were making provision to safeguard the Archives of Monte Cassino, and their *Kunstschutz* was first established in November. I cannot forget that at the Sapienza Palace in January 1944, at the request of the Ministry of Public Instruction, I gave shelter to that part of the National Library of Naples that the Germans had found at Teano and transported to Rome, probably without suspecting that in this way they were also rescuing a part of the Library of Benedetto Croce, which he had recently donated to the State. On this and other similar occasions, I recall several contacts with the German Office for the Protection of the Arts, sometimes a bit strained, but always marked by reciprocal respect.

I remember particularly the conversation at the Sapienza, 1 February 1944, with Professor Mayer, Director of the German Historical Institute. I learned later that he had come to Italy with orders to examine and if possible actuate an ambitious plan, worked out in Berlin, which would transfer to the North the most important Archives of Italy, especially those situated along the main lines of the Allied advance, and would send to Germany documents having special importance for German history. But the day I received Professor Mayer I was unaware of all this, nor did I know that later on he himself would advise against the actuation of such a plan. He was accompanied by an Austrian colleague, Dr. Lang, and brought a recommendation of Cardinal Mercati,⁶ and naturally I received him with due respect. At that time I made a practice of taking notes on all important conversations I might happen to have during the day. One never knows; we were "sub hostili dominatione" and therefore it was very advisable to keep exact notes on what we said and heard. So, among my papers I have found my notes on the conversation, which has become a historical document in the space of two years. For this reason perhaps you will not object if I read it to you. It is like a rediscovered phonograph record that I will now play again. It will permit you to hear again, here and there, almost the sound of the voices of those two interlocutors, now so far apart.

Prof. Mayer comes at 3:30. The question of the Archives North of Rome is put. It is observed that the authority of the Ministry of the Interior is somewhat tenuous. The only authorities one can turn to are the superintendents

⁶ Chief Archivist of the Vatican.

of each district, and for the district of Latium, Umbria, and the Marches, the superintendent at Rome. To the aerial menace has been added that of land fighting, which as Prof. Mayer observes, may penetrate anywhere. I make some reservations, especially that the communes are autonomous, and I have no authority over them except occasionally. "In this case the Command will act," says Dr. Mayer. Then I distinguish as to the danger, inhabited centers along the main arteries of roads and communications, for which it would be necessary to provide immediately or at least give priority (for example Viterbo, Sutri, Montefiascone on the Via Cassia, and centers away from the arteries), whose archives could be left where they were, considering too that the available means are not unlimited.

Prof. Mayer asks me where, region by region, these Archives could be transferred, and I ask for time to reply. But for Latium, at least, I express the view that all of them should be concentrated in their natural center, which is also the safest place—Rome; I express the same desire for the Archives of the other regions, but am reminded of the difficulty of transporting the material from so far away. There is no longer the opportunity that presented itself earlier, when the material was located south of Rome, and the truck that returned from there empty could easily be loaded on the return trip, in an economical manner and with a minimum of expense. Mayer refers to the interest Germany has in such material, because it pertains also to her history: "the history of Europe," I say, correcting him.

Mayer also hints that this material may be moved beyond the Alps for security but does not press the point. In any case he would seem to refer to that existing beyond the Appenines. Prof. Mayer cites Cardinal Mercati as the person who had given him my name in connection with the Archives.

Mention is also made of the Archives of Abruzzi, and those of Aquila. "Aquila," Mayer remarks, "is important to us too." He recalls that it was a saffron market, making reference to Schulte.

* * *

I have thought best to read the whole, adding or subtracting nothing, not only because by professional instinct I have always disliked expurgated texts, but also, and more especially because this was the only way of communicating to you the general atmosphere of an interview held under conditions that, viewed in retrospect, were nothing less than tragic.

However, there was only one point to which I was anxious to call your attention, namely the reference to Germany's interest in our archival material, and the possibility of its transfer beyond the Alps for *security*. Obviously this is what struck me most vividly and gave me the first inkling of what I was later to become acquainted with under the name of the "Mayer Plan."

* * *

When I had this conversation with Professor Mayer in February 1944, the fighting was stationary at Cassino, just as the next winter it paused again before the Gothic Line. The worst losses of our Archives occurred in the vicinity of these lines, and just North and South of them. The tragedy of the Italian Archives is not different in fact from that of the country in which they were found. In any case we can say that by the summer of 1943, the really serious losses ceased. The last and also the greatest losses, only a little over a month apart, were those of the State Archives of Milan and Naples, which represent the worst cases of damage from aerial warfare, now a diminishing danger, and land warfare, the battle for territory that began about that time. Aerial warfare had until that time, had as its objectives mainly the great industrial and shipping centers, but land warfare may spread anywhere, as Mayer said; its purpose is to conquer territories, not to conquer or destroy single cities. That is why from that time on there were no more losses of the large Archives located in big urban centers; and if contrary to this rule, the Archives of Naples was struck again, and in fact received its hardest blow just at this time, this is because its material was away from its proper home.

From this time on the losses were chiefly of small archives of minor centers scattered throughout the countryside, along the courses of the rivers, and in the Apennines where the war had arrived contrary to all expectations. If you take a map of Italy today and trace the route followed by the war two or three years ago, you find the names of places made famous by the pauses, advances and hard combats, and you can, just with these indications as a guide, put together a map of presumed losses suffered by the Archives. Where an inhabited place has been destroyed, there the Archives have, of course, undergone the same fate: thus in Cassino (leaving aside the Archives of the Abbey happily carried to the safety of the Vatican) the Archives of the Comune, of the Courts, and of the Notaries were all alike destroyed. But it does not take so much to cause a disaster; a bomb of the advancing army or a mine of the retreating one is sufficient. Then there are many other causes of destruction or at least of serious losses: abandonment, lack of care, effects of bad weather, the passage and quartering of troops, which, especially in small centers, take over primarily the public buildings where the Archives are kept, and cause disorder, dispersion, filching and sacking, for the most varied motives; from simple curiosity and the hope of gain, to the commonest and most obvious necessities beginning with the need of heat during the long months of winter. True these are not usually important Archives (though some lamentable losses could be cited here too, for example the Notary Archives of

Sarzana); in most cases they are small rural Archives, but in Italy one can never know where history may have passed and left some important trace. It was all the documentation those places possessed covering centuries, yet sometimes it was destroyed in an hour.

The large Archives of Tuscany, on the other hand, fortunately, did not suffer damage. The Archives of Florence suffered damage to the building only, caused by the explosions set off along the Arno embankment by the Germans in retreat; and that of Pisa suffered similar damage and for similar reasons. The building of the Archives of Leghorn was destroyed, but the material had all been taken to the Calci monastery for safe keeping. The Archives of Siena had some damage to the papers but not serious, while that of Lucca came out completely unharmed, partly because its director had the foresight to bring back everything to the building before the storm became too thick in the environs of the city. On the whole there was an infinite variety of chance factors and events and a corresponding diversity of initiatives and plans to meet the emergency. When the authority of the state was lacking or was too remote to be consulted, each one, whether director of a large Archives or an obscure local erudite, left without definite instructions, used his own judgment. Italy was falling apart; region, province, commune and precinct were once more in the foreground.

But was there anyone left in Italy, who, in the midst of these difficulties, could rise above the contingencies of the moment and aim at an overall reconstruction program? Let me refer again to a personal experience. Francesco Salata was in Rome that winter of 1944, a man variously esteemed, but highly gifted, combining in himself the roles of skilful diplomat and accurate historian. Born at Ossero, an outpost of Italy, he entered late into the nation's main currents, but he certainly merited this entry with his excellent argument on Italy's Right to Trieste and Istria. He may have had several incarnations, but he always maintained the same faith and devotion to Italy; he carried out the most varied assignments but always maintained an interest in historical studies and our Archives. Recently named President of the Archives Council, he was in Rome, but was ill (he died 11 March 1944), and I often went to call on him at his hotel and enjoy his conversation, which was brilliant to the very end. We talked about many things, especially the Archives. On his suggestion we outlined the following program:

Two kinds of records require immediate precautions:

(a) Those records which we shall call historical, and whose protection against war risks has already been provided for since the beginning of the war by transporting the most valuable parts to places of safety.

(b) Modern records of the several central administrations, which have had

the same lot as the Administrations themselves, being transferred at least in part to Northern Italy.

For the former, the only thing we can do now is to review at once the measures taken for protection against aerial warfare, the sole danger foreseeable at the beginning of the war, and to adapt or reverse them if necessary, against the new danger of land warfare, even carrying the material back to the original location where this is opportune. For the latter, the modern records exiled from Rome, it is evident that many disturbances (such as mutilation, losses, and partial dispersions) must have been unavoidable in the transfer, in view of the times in which it was carried out, not to mention the worst, which occurred when record groups were divided between Rome and the new seats of Government. The State's interest in restoring the unity of these records as soon as the reasons for their temporary division have ceased, is evident. Hence a central organ should be entrusted with the task of collecting from the various administrations all information on the transfers that they have made, in order to get a picture of the present northward dislocation of modern archives. This should be inestimably useful at the end of the war when the divided parts can be reassembled, restoring to the Archives the unity which is essential to the life and tradition of a great modern state.

What are the characteristics of this plan? Above all it was not a partial, fragmentary or, so to speak, "municipal" scheme, but rather a unitary program, Italy-wide in scope. It did not limit itself to the needs of the moment, but looked toward reconstruction and what was hopefully referred to as the post-war period. Finally (and this is the most important factor) it called attention for the first time, as far as I know, to the problem, overlooked up to that time, of the protection and reconstitution of the modern archives of the central administrations, which had been hastily moved to the North. Of course, in the divided Italy of that period, the plan could not be applied; it was, and had to remain for the time being, an evidence of good will, or, if you prefer, an act of faith in the future.

A few weeks after this plan was drawn up, Francesco Salata died unexpectedly, on 11 March, and for some months, the storm raged closer and closer to Rome, isolating it from the rest of the world. Before a new start could be made, the circle would have to widen; it was necessary to wait until the first days of June or until the liberation. Two days after the liberation took place, I was at the Sapienza Palace, which was bedecked with flags and reopened for the occasion after weeks of suspicious closing, when a young English Captain came to see me. Captain Brooke had arrived in Rome the day before, and wished to make contact right away with the Italian Administration of Archives, of which I was the only representative at that time. So, besides acquiring a friend, I then learned for the first time of the

existence of a Subcommittee for Monuments, Fine Arts, and Archives. I have already mentioned that such a commission had been established in the Allied Military Government since the first landing in Sicily, in 1943, and in addition in August of the same year a good list of the Archives to be protected in Italy had been compiled on behalf of an association formed in America for the protection of cultural treasures in war zones. But the subcommittee was not really integrated on the archival side until the spring of 1944 and could not begin any effective work until Rome was reached and liaison was established with the central administration. Seldom, I believe, has better team work been achieved in any other sector. In the field of culture there do not exist the barriers which are encountered as soon as one passes from that world into (for example) the world of politics. But I have learned by experience that professional community of interest creates an *esprit de corps* and establishes a tie stronger at times than that of the respective nationalities. Everyone knows that two sailors, regardless of their nationality, end up by understanding each other much better than a sailor and a mountaineer from the same country. And so it happens with two Archivists, I can assure you, as soon as they find themselves together. After Captain Brooke, I had the honour of meeting many other eminent archivists during the last two years: Mr. Jenkinson, the eminent Secretary of the Public Record Office of London; Mr. Shipman, Director of the Franklin D. Roosevelt Library at Hyde Park, New York; Captain McCain; Major Bell and others; and with all of them a sense of mutual understanding was always immediately present. The same way of thinking, the same language even though the words are different, and perhaps the same defects and professional prejudices, but you know how in life a small defect is often a more solid basis of friendship than a great quality. These cordial relations, never interrupted, were not only pleasant to the parties in the case, but also facilitated the common task and were of benefit to the Archives of Italy.⁷

The task that confronted us beginning with the second half of 1944, was quite different from that of the preceding years. Up to that time the work consisted exclusively of preparation for war, but now our task, in an Italy that was progressing daily towards liberation, was rather to prepare for peace and accordingly to remove the outward signs of anti-war measures, to repair war-damage where possible, and to take back to its proper location the material that had been evacuated, when this had not already been done, thus restoring the Archives to its

⁷ The reader is referred to *Italian Archives During the War and at Its Close*, by Hilary Jenkinson and H. E. Bell (London, 1947, pp. iv, 56) for an account of the work of the Subcommittee for Monuments, Fine Arts, and Archives in Italy."

normal functioning. At the same time, another job had to be done, an extensive enquiry into the damages suffered for whatever reason by all the Archives in the territory of the Kingdom. The enquiry naturally began with the Archives which are most dependent upon the Central Office, and are of greatest importance for historical studies, i.e., the State Archives, but afterwards it was gradually extended to all the other Archives of whatever kind—communal, notary, judicial, financial, and so on, recording the extent and nature of the damage suffered by each and, when possible, the cause. Naturally the greatest losses and destructions are always those produced directly by battle operations on the front or just behind the front, but there are also those which are not to be attributed to warfare but are nevertheless an indirect consequence of it and are in certain respects no less significant. When, for example, in certain zones, especially in the Apennines of Tuscany, Liguria and Emilia, we find the systematic destruction of the records of conscription offices and the respective lists, it is not hard to recognize in this destruction the effects of the partisan struggle. Likewise we must attribute the destruction, especially in the South and Sicily, of the records of certain special offices, such as courts, police files, tax-collection, rationing offices and even important communes, to social causes—discontent, poverty and popular uprisings—undoubtedly consequences of the war. Examples may be cited: the very recent burning of the Archives of the Commune of Naples, the looting of that of Catania, and the thefts in that of Palermo.

With the data gathered by means of this enquiry, when it is completed, we shall be able to make an exact statistical graph of the losses undergone by our Archives in each region (our own Latium, unfortunately, will have one of the first places) and to write a curious chapter of real life on the basis of what happened to each of the Archives and the nature of the damage suffered.

* * *

Up to this point we have spoken of archives in the ordinary sense of the word, ancient or *historical* archives, those already recognized, constituted, and preserved as such. But beside these archives, which most people, especially in academic circles like the present one, think of more readily, or perhaps even exclusively, there are others, which also deserve a word here in conclusion. I refer to the archives that are in formation, those to which, as we have explained above, the Salata memorandum was the first to call attention.

History does not stop with the Middle Ages or even with the Renaissance; the politics of today is the history of tomorrow; and the importance of a document does not depend upon and is not measured by merely the date, the subject matter, or the material on which it is

written, paper or parchment. So, one cannot assert that a diploma of Cola di Rienzo is necessarily more important than a letter of Mussolini—just to cite a hypothetical case, comparing two demagogues; and I believe Pietro Fedele⁸ would have been of the same opinion.

We have already seen, and in any case everybody knows, that between the end of 1943 and the first months of 1944, the Fascist Government, foreseeing that Rome would soon fall to the Allies, arranged to transfer the Capital to Northern Italy and with it the indispensable organs, the central administration—ministries, Court of Accounts, Council of State, etc., and their respective archives. This transfer was effected, as is known, on a vast scale, without counting the cost. Tens of thousands of cases of documents were transported (the General Directorship of Public Safety alone had 4,000) and were later disseminated, along with the respective Offices, in a wide zone that extended from Milan to Venice, but especially in the part intermediate between the two cities, around Brescia, Verona, Vicenza and Lake Garda, where the stronghold of the Government of Salò was centered.

The problem that presented itself now was, accordingly, that of reuniting, collecting, and most important of all, bringing back to Rome, this enormous mass of records—a problem of order and organization, but also of considerable political importance. It was a matter not only of insuring that this history would be documented by records that otherwise were in danger of being hopelessly scattered and finally lost, but also of restoring unity to the administration, filling a vacuum which was hindering the activity of the offices, sometimes rendering it impossible. It was high time to terminate this division of Italy between North and South, which had lasted almost two years, and to restore not only the unity of territory but also that of the State, which is fed, confirmed and conditioned by the continuity of the records. This was the end we had consciously aimed at the summer before. Representatives of the Government at Rome, the National Committee of Liberation in Northern Italy, and the Allies all participated with friendly rivalry in this large and complex task, achieving another kind of unity, that of the spirit. Thus, between the end of September and the end of November 1945 it was possible to bring back, by means of twelve trains made available by the Allies, the bulk of what had been carted off two years before. The job was completed just before the winter season set in with its attendant neglect.

But can we assume that everything was recovered, allowing for the inevitable losses in the two trips, up and back?

A fairly large part of these records is of course in the hands of the

⁸ Historian and professor in the University of Rome, very well known in Italy for his essays on medieval Rome and Cola di Rienzo. He died in 1941.

Allies by right of war; but I am not worried on this score, because I am sure that in due time this part will be restored to us. The interest of the Allies in them is only temporary, and when this interest is satisfied, there is apparently no reason in the world why they should use the hold of a single steamship to transport overseas a mass of papers that are useless to them, particularly useless because they have been extracted from the whole of which they were a part and can regain their full value only by being reintegrated into the whole. As I have the honor of having an Allied representative in the audience today, may I be permitted to renew the ardent wish that I expressed a year ago to Col. Poletti at Milan, that these papers be returned to us as soon as possible, because they are of permanent interest to us; they are our history.

I feel less confident about another part of the records, which we cannot identify or locate, but whose existence we cannot doubt, because the newspapers have taken it upon themselves almost daily for the past year to offer us proofs, with the publication of diaries, letters, and secret dossiers of the last twenty years. Where do these documents come from? When the republic of Salò fell and its main leaders were captured or fled, their personal archives except what they had time to destroy, were abandoned and were seized as "res nullius" by the first person to arrive and take possession. A part passed via the partisans to the headquarters of certain political parties, especially those of the left, but the greater part, when not held for ransom, became a marketable commodity. Besides the better known black market in food there has grown up a national and international black market in documents. The result is seen daily in the newspapers, in whose columns the unpublished secret document has taken the place of the scandal stories of the good old days. We limit ourselves to one example, which is typical of all the rest: that of Mussolini's own archives. As everyone knows, Mussolini had a very important archives, the so-called confidential archives of his personal secretariat. Access to this archives was permitted to a few privileged persons; for example, Biggini's book on the history of the Concordat is evidently based on the documents in a volume of this archives. Mussolini himself made use of it for polemical articles such as those published in the *Corriere della Sera* and later gathered in book form (published by Mondadori) under the title *Storia di un anno* (History of a Year). This archives, which remained at Palazzo Venezia until the summer of 1943, was transferred in autumn of that year to Gargnano on Lake Garda, and remained there without alterations (except for a regular discard carried out in autumn of the following year) until the end. When Mussolini left Gargnano for good in April 1945, he had a selection made from this Archives, and took

with him the selected documents in a zinc case and a suitcase, which certainly were part of his baggage when he was captured on the road to Como. By what criteria the selection was made we do not know, but probably his preference was for documents which, besides being most important, would tend to justify his line of conduct. Undoubtedly the correspondence with Hitler met these two requirements and would not be lacking among the documents of the Dictator in flight.

Hence when we see this correspondence published in Italian newspapers, with the copyright of foreign and local agencies, we have no doubts about its provenance, even though we may not know the route by which it got into the newspapers, or who were the operators behind the deal. Now it is necessary to act against this bad taste, this abuse (of which we have cited only one example) that has been going on for over a year, but it is also necessary that public opinion, properly informed should be the first to protest, so that the State, in its democratic phase, may have support and influence enough to intervene against hidden interests in defense of the rights of the State and Nation. Apart from the question of the appropriateness of leaving to the whims of individuals this publication, often tendentious and partial, and not letting the State, to whom the documents belong, intervene in any manner with its prior judgment, or even with its permission, what is most important is to prevent dispersion and make sure that a documentation, taken as a whole, of priceless value for writing a history of the times in which we have lived shall not be released, diminished, or destroyed for any reason.

I have wanted to say all this today, in this place and on this occasion, in order that an élite minority might become informed on the question and give the stimulus of its concurrence, if it sees fit, to those few people who have been engaged for many months in a hard battle to reconstitute and defend the inheritance of the Nation.

The Eleventh Annual Meeting of the Society of American Archivists

By HERBERT O. BRAYER

Division of State Archives, Colorado

MEMBERS of the Society, representing 27 states, Hawaii and Canada, assembled for the Eleventh Annual Meeting of the Society of American Archivists at Glenwood Springs, Colorado, from September 3 to 5. The emphasis of the several sessions was upon international aspects of archival work. Arthur H. Leavitt, former member of the staff of the National Archives and more recently archivist for the United Nations Relief and Rehabilitation Administration, described the archival work of his agency under the title "UNRRA Archives Around the World," and presented a graphic description of the activities of his organization as he had witnessed them during a tour of Europe in the summer of 1947. Mr. Leavitt outlined the complicated problem of creating a records management program for an agency which had created tons of records in many languages and in many countries. The problem of centralization, analyzation, and servicing of records from China, Moscow, Rome, Helsinki, and Athens, among a score of other capitals, gave the assembled members a foretaste of the second paper on the first morning session.

In discussing "The Archives Program of the United Nations," United Nations' Archivist Robert Claus pointed out that his staff at Lake Success consisted of only fifteen persons representing five nations, the United States, United Kingdom, Canada, Yugoslavia, and Switzerland. Mr. Claus made reference to the already familiar problem of arriving at a concise definition of what constitutes archives and securing the proper authority for treating archives as integrated bodies of records.

Continuing the international complexion of the first day's meetings Mr. George Simpson, Archivist of the Province of Saskatchewan, presented at the luncheon meeting an informative outline of the evolution of archival institutions and their present position in Canada. In addition to describing Dominion archives, Mr. Simpson laid stress upon the archival situation in the various provinces, depicting a slow but steady progress in most regions. Members of the Society attending the

luncheon meeting were welcomed by Senator Wayne Aspinall representing the Honorable William Lee Knous, Governor of Colorado.

"Legal Aspects of Microphotographed Business Records," a paper by Mr. Daniel F. Noll of the National Archives, was read at the first afternoon session by Dr. Philip C. Brooks. Mr. Noll's scholarly paper sketched the problem of using microfilms in private business, emphasizing the position of such microfilms as primary and secondary evidence in the State and Federal courts. Despite limitations and some reverses he reported a definite trend toward the acceptance of microfilmed copies in place of the original documents. He concluded his paper by presenting simple precautions to be taken to assure the admissibility of such films in court in place of the original documents. The second paper on the afternoon session, "Planning of an International Archives Organization," by Oliver W. Holmes of the National Archives, was somewhat in the nature of a report on the work of the Committee on International Relations. Mr. Holmes summarized the results of a questionnaire in which views were sought relative to a proposed international organization of archivists and which had been sent to selected archivists throughout the world. The text of this questionnaire, signed by Dr. Solon J. Buck, then president of the Society, was published in the July issue of the *AMERICAN ARCHIVIST*. There appeared to be unanimity concerning the desirability of an international organization. Mr. Holmes pointed out that in connection with the UNESCO program the problem of forming such an organization was an immediate one since steps toward its realization were already under consideration in Paris.

Dr. Ben M. Cherrington, member of the United States National Commission for UNESCO and director of the Social Science Foundation at the University of Denver, presided over the well attended evening session devoted to a round table discussion of "A Proposed Archival Program for UNESCO." Dr. Cherrington spoke briefly and pointedly concerning the work of UNESCO and the problems faced by such an organization in America. As a former member of the State Department he described the dangers of the present location of America's UNESCO direction in the State Department, and the need for the immediate divorcing of the cultural program from the political and international relations activities of the Department of State. Participating on the Round Table panel were Dr. Solon J. Buck, Archivist of the United States; Ernst Posner, American University; George Simpson, Archivist of Saskatchewan; Oliver W. Holmes, National Archives; and Herbert O. Brayer, Consultant for Archives, UNESCO. The active participation of the audience in both questioning the panel and commenting upon the observations of the "experts" made the evening interesting

as well as informative. There was little evidence, however, of any well formed opinion among the members present as to just what the functions of such an international organization should be. Dr. Posner's emphasis upon UNESCO's assistance in securing international agreement as to accessibility and use of archival materials within the depositories of the member nations received the approbation of all present. Speaking for the UNESCO Secretariat, Mr. Brayer laid emphasis upon the fact that UNESCO's archival efforts must of necessity be limited, but that its principal efforts would be in cooperation and assistance with international and national associations of archivists. He warned, however, that in the creation of an international organization American archivists should strive for the highest degree of diplomacy so as to avoid any appearance of American domination, pressure, or "Cultural Imperialism." Based upon his visits to archival institutions throughout Europe during 1946 and 1947, Mr. Brayer pointed out that American Archivists could learn much from contact with their European colleagues and that the exchange of techniques and information was not going to be entirely one-sided.

"Western Archival Activity" was the subject under review at the morning session of the second day of the annual meeting. The first of the three papers presented at the meeting in the Convention Hall of the Colorado Hotel in Glenwood Springs, was a description of the manuscript collections in the Bancroft Library by Dr. George P. Hammond, Director of the Bancroft Library at the University of California, Berkeley. Dr. Hammond declared that, far from being just a static collection of valuable papers, dealing with the West and Spanish America, the Bancroft Library has an active acquisition program and is engaged in the preparation of indices and other guides to the vast collection under his administration. William English, director of the program at the University of Missouri for the assembling of basic source materials connected with the history of that state, described the "Planning and Building of a Manuscript Collection in Missouri." Mr. English emphasized the fact that the creation of historical archives is not a haphazard task but one requiring planning and foresight. The final paper of the morning session was in the nature of a "progress report" on the "Oregon State Archives" by Mr. David C. Duniway, State Archivist of Oregon. Mr. Duniway left the impression that the creation and organization of a State Archive requires not only the professional training of an archivist, and the administrative and sales ability of a department store manager, but also the diplomacy of an ambassador. The meeting was presided over by Miss Lola M. Honsher, Archivist, University of Wyoming.

A joint luncheon meeting with the American Association for State and

Local History was presided over by Dr. S. K. Stevens, president of the Association, and the discussion following the luncheon considered "Some Aspects of the Training of Special Personnel for Park and Museum Positions with Emphasis on the Use of Archival and Historical Materials." Mr. Ronald Lee, Chief of the Division of Historic Sites of the National Park Service, discussed briefly some of the problems involved in the work of personnel engaged in historical activities for the National Park Service.

Mr. John Andreassen of the Library of Congress opened the afternoon session with a lively treatment of "Archives in the Library of Congress," briefly noting that other than the archives of the library administration there were vast quantities of archival material which had been deposited in the library previous to the establishment of the National Archives. Mr. Andreassen's paper evoked considerable discussion and the conclusion that the Library of Congress might well publish additional guides to its valuable archive of manuscript collections.

Mr. Emmet J. Leahy, war-time head of the Navy's archival program reported on "Progress in the Management of Business Records." Miss Lillian Baker of the Southern Union Gas Company, Dallas, and Miss Dorothy Taylor, Supervisor of Records for the Denver and Rio Grande Western Railroad, briefly commented on Mr. Leahy's report and described progress in their own organizations.

Of special interest to the membership was the final paper of the Eleventh Annual Program, "Hawaii Territorial Archives in the War," by Miss Maude Jones, Archivist of the Territory of Hawaii, who had flown from the Islands to attend the Colorado sessions. Miss Jones described the unique problem of caring for the territorial archives previous to the war as well as on the actual day of the attack on Pearl Harbor and the critical period that followed. For all intentions and purposes the Hawaii Territorial Archives became an actual war agency and Miss Jones and her assistants, for a time at least, engaged in "front line operations." The program was concluded by the presentation to Miss Jones of a beautiful gardenia lei which members of her staff in Hawaii had air mailed to the convention arrangements committee.

At the annual business meeting on September 4 Christopher Crittenden, North Carolina Department of Archives and History, was elected president of the Society to succeed Solon J. Buck. Herbert O. Brayer, Archivist of Colorado and Director of the Cooperative Project for Research in Western Americana in Europe, was selected as Vice-president. Oliver W. Holmes, Program Director of the National Archives, was named council member. Helen Chatfield, Records Officer of the Budget Bureau, and Lester J. Cappon of the Institute of Early American History and Culture at Williamsburgh, Va., were re-elected

Treasurer, and Secretary respectively. The time and place for the twelfth annual meeting in 1948 were left undecided by the business meeting and the matter referred to a joint committee of the Society and the American Association for State and Local History.

The Eleventh Annual Meeting of the Society concluded with a barbecue amid the towering pines and pungent spruce at Grizzly Park near Glenwood Springs. Both associations were the guests of the Chamber of Commerce and the Lions Club and were entertained by "Tall Tales of the Rockies" recounted by Dr. Levette J. Davidson, President of the Colorado Folklore Association, and Director of the State Historical Society of Colorado.

Members of both organizations attending the sessions at Glenwood Springs took advantage of the recreational facilities offered at Glenwood Springs; many swam in the "World's Largest Outdoor Swimming Pool," rode horseback, climbed the mountains surrounding the typical mountain community or motored to scenic and historical areas in the vicinity. The success of the program was due in large measure to the splendid cooperation of the members of the program committee and the joint committee on arrangements. The hospitality of the State Historical Society of Colorado, the Denver and Rio Grande Western Railroad Company, the Denver Public Library, and the Glenwood Springs Chamber of Commerce and Lions Club made possible an enjoyable meeting for all who attended.

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A Guide to Practical Calendaring

By MORRIS L. RADOFF

Maryland Hall of Records

INTRODUCTION

IT HAS not been the purpose of the author of this paper to provide a complete manual for the calendarer. It has been his thought, rather, to make available to others a guide to practical calendaring. Those manuals which exist already are too brief and avoid too many of the problems which are bound to be met. Very few of the ideas which will be found here by the reader are original, but, original or not, they have all been tested by the active calendaring program which has been going on at the Hall of Records for several years.

That the calendar is now out of style, there can be no doubt. During the early years of the century American scholars, inspired by the great British calendars, undertook, under the sponsorship of the Library of Congress and some few others of our large depositories, the many useful calendars of American papers which have proved to be a boon to historical scholarship. Two factors militated against the continuation of this work. In the first place, men who had done excellent work as calendarers developed a certain snobbishness about their *métier*. This attitude excluded from the field young scholars who might have been willing to devote a few years of their productive lives as scholars to calendaring. When they had achieved the requisite age and wisdom, they were no longer interested. The error of this exclusive attitude toward calendaring was proved conclusively by the successful calendaring projects of the Historical Records Survey, but, unfortunately, the lesson was not taken to heart. In every study of finding mediums which has been published in recent years the calendar, along with the index, has been relegated to last place or, at best, a place in the last category. In every case it is alleged that the cost is prohibitive; but, of course, the cost is prohibitive because of the myth that this is a work only the best-trained—and the best-paid—could do.

The second factor which has prevented the development of calendaring in America has been the increasing interest shown by archivists in the use of materials in their custody for administrative rather than for historical purposes. The administrator of a government agency does not, of course, require a calendar to use his own non-current materials. He has sufficient knowledge of the filing system of his office to know

approximately where he can find what he wants if it exists, and he has the enormous advantage of physical access to the records, which is usually denied to private researchers, whether they be historians, genealogists, or any other. Whether this emphasis on contemporary government rather than on history is a considered choice made by custodians of records, whether it has been dictated by the need of developing support from other governmental agencies in order to get sufficient operating funds, or whether the late emerging of archival establishments left no choice but to devote every effort to the simple gathering in of the great accumulation of records, is not important. In any case, the choice has been made, and whatever the results have been for governmental agencies, there is no question but that the historian has suffered.

Before the renaissance of modern archival interest in America, twenty or thirty years ago, it was possible for a researcher to use almost all the records now available to him. There were fewer finding mediums, to be sure, but in recompense it was possible for him literally to take the records in his hands and search them. Now, after more than a decade of enormously expanded activity by the Federal government, the states, and local units of government, he finds all of the records concentrated in a few aseptic stacks from which he is barred. To help him overcome the difficulty of physical separation he is given a preliminary checklist, a final check list, a general guide, or an inventory. The proliferation of catalogues, calendars, and indexes which the historian seemed to expect in the years when, in every state and in Washington, he led the uphill fight for the establishment of such archival agencies has not materialized.

Perhaps now that the first enthusiasm over "being in the government" has passed, and the great backlog of records from other agencies, which came like a flood as soon as the vaults were open, has been mastered, the thought of American custodians will turn again to their earlier objectives. In any case, they are becoming aware of the fact that the increased use of the records which had been predicted for the moment when they became more "available" has not yet occurred. Several years ago, for example, at a meeting of the Society of American Archivists, one of the most distinguished of the younger men in the field deplored the fact that American historians were progressively abandoning their use of the original records.¹ He did not, however, emphasize the fact that the collections of records which now exist in archival establishments are almost impossible to use without the most detailed finding mediums.

¹ Herbert Angel at the tenth annual meeting of the Society of American Archivists, Washington, D.C., October 24, 1946.

Should the time ever come again when interest returns to the making of precise finding mediums, the calendar ought to receive special consideration. It has already been proved by the HRS that with proper supervision calendaring can be done by relatively inexperienced workers. Every calendarer has proved to himself that the isolation and concentration prescribed by Ford is desirable but far from necessary. The cost is not too great when it is considered that a good calendar, well-indexed, is the ultimate in usefulness and obviates the necessity for any preliminary finding medium. Finally, the printed calendar is superior even to the excellent type of index prepared at Illinois because it is portable. That a calendar is not the cure-all for every collection is obvious. No one who has ever compiled one will think otherwise. This study will point out many of the pitfalls; others will doubtless occur to the reader, but the point that needs emphasizing is that for certain types of materials and under certain circumstances the calendar is unsurpassed.

It has occurred to many custodians of records during the past few years that perhaps modern photographic processes, especially microfilming, might replace the calendar in whole or in part. No doubt the compact nature of microfilm and the cheapness of its production are of immense value in bringing the materials themselves to the student. In that sense if we assume, as we must, that calendars are useful to only a limited number of persons, the microfilm is much cheaper, and the complete text is in many respects an improvement over the calendar abstract.

The difficulties are quite as obvious. Up to the present, no microfilm reader is being marketed at a price which would permit its purchase by the commonality of students, and the use of readers in institutions has its limitations. But the fundamental disadvantage is that when you have the microfilm of a corpus of records you simply have the original in portable form. It is presumably not indexed or dated, and it may not even be arranged, where that would be required in a calendar. If, on the other hand, the editorial effort which is now lavished on calendars was devoted to film, the only net saving would be the difference in cost between producing the film and printing the calendar. The extent of this saving would depend on the number of copies of the film which would have to be made in the course of time.

It seems to me that microfilming would not be advantageous in handling those types of materials which have been pointed out in this paper as being especially suitable for calendaring, but, on the other hand, it would be of value in making available materials not suitable for calendaring: materials of great length, those concerning an individual or movement of restricted interest—in short, materials destined

for the use of an audience which may be predicted to be even smaller than that expected for the materials which are judged to be deserving of a calendar.

WHAT MATERIALS SHOULD BE CALENDARED?

Technical Aspects

No doubt the most difficult problem in the whole field of calendaring is the decision to calendar. There are, of course, many factors which must be considered, but it is of primary importance that the decision be made with the collaboration of an experienced calendarer, whose technical advice should weigh heavily in the final judgment. With the technical aspects of calendaring any given collection settled, it is then time to weigh the intrinsic value of the materials.

Perhaps it is easier to begin by eliminating those materials which should not be calendared.

1. Materials which have been printed in whole or in large part. For example, there would be little purpose in calendaring any of the large Maryland Colonial series since they have all appeared in the *Maryland Archives* or will appear there within a reasonable time. In such a case, a calendar would have only the slight value of compression.

2. Collections of great size whose bulk can be very little reduced by calendaring, such as the continuous record of a business house. Ford gives an example of this kind. His statement of the case is worth quoting at length:

The Library of Congress, some years ago, obtained the papers and ledgers of a mercantile house of Richmond, Virginia, which had been in business from 1780 to 1856—some 70,000 separate pieces in all. As a large tobacco house and one dealing in foreign imports, the commercial connections with the West Indies and Europe were wide, and at times—as in the days of the embargo and war—of high interest. Foreign prices-current, and merchants' letters, domestic prices and correspondence, the rise of a commercial house to prominence and its gradual fall and disappearance in bankruptcy, offered the best material for a social and economic study of a part of a southern state for three-quarters of a century. Yet a mere list of names or documents would not have been justified, and the expense would have been prohibitive. Thousands of bills, accounts, invoices and manifests made the task an impossible one. What summary can be made of a merchant's accounts? Yet the collection is excellent historical material. Some day a special student will come and find the chronological arrangement exactly suited to his purpose. No calendar could assist him. It was a case where not only the mass but the comparatively limited interest of the material forbade so much as an attempt at calendaring.²

² Worthington Chauncey Ford, "On Calendaring Manuscripts," *Papers Bibliographical Society of America*, IV, p. 49.

The reader can judge for himself the value of a calendar of this type of material by examining the recently published *Calendar of the American Fur Company's Papers*.³ [This work is in two large volumes of about 1,000 pages each and covers the period from 1831 to 1849.] If Ford's dictum is correct, then this was an ill-conceived project, whatever its technical merits.

3. Materials which would have a purely local interest should not be calendared. For example, the papers of a distinguished clergyman or jurist of any community who left many souvenirs of a long and busy life of service would probably not interest anyone outside the community in which he lived. Even if there were intense local interest among laymen, it could not be satisfied by a calendar, which is essentially a scholar's tool.

4. Materials should not be calendared but printed *in extenso* where the interest lies in the details rather than in the principal ideas. An example of this would be the proceedings of any one of the earlier courts. Space can be saved in such cases by omitting the repetitive legal forms, thus reducing the cost of publication approximately to that of a calendar.

If we summarize, we find that, in general, materials that should be calendared (1) must not have been printed before, (2) should not be of too great volume, (3) must have more than local interest, and (4) must be of such nature that their usefulness lies in the subjects discussed or the thoughts expressed rather than in the details.

In addition to these general categories, the calendar is especially valuable in treating (1) material that is badly and hopelessly disarranged, as in the case of the Maryland Black Books in which the individual documents are securely bound, (2) materials of great complexity, where the chronological arrangement demands a reasonable amount of preliminary study, as in the case of the Maryland "Bank Stock Papers," and (3) materials which must be brought together in the calendar from several depositories or from several "fonds" in the same depository, as in the case of the great Jefferson calendar now in preparation.

Since very few calendars have been compiled—or at least printed—where materials did not fall into the general categories mentioned above, there is an overabundance of good examples to cite. We may choose an outstanding one, the Washington calendars of Fitzpatrick.⁴

³ *Annual Report of the American Historical Association, 1944*; Vols. II and III.

⁴ All are good, but the first one may be more widely distributed: John C. Fitzpatrick: *Calendar of the Correspondence of George Washington, Commander-in-Chief of the Continental Army, with the Continental Congress*. Library of Congress, Government Printing Office, Washington, 1906.

Most of these materials had not been printed before; in relation to the importance of the subject they are certainly not too voluminous; they undoubtedly have universal interest, and there is the great usefulness in the thought and action of George Washington, no matter how briefly summarized. At least as good subjects for calendaring are the materials which have been used in the calendars of the Public Record Office and the Historical Commission.

However, it would be wrong to think that only such magnificent collections deserve calendaring. The materials of minor characters who have been identified with more important persons or those who have had a part in significant movements in history, no matter how minor a role, are also worthy of this attention. In this group heading it is easy to justify the HRS calendars of the papers of General Otho Holland Williams⁵ and those of Frederick Douglass.⁶

Finally, since origins are of unique interest in this country to the historian and the genealogist alike, almost all significant collections of early materials might be calendared. Two examples among many are the Delaware Calendar of Wills of Kent County⁷ and the Maryland Calendar of the Black Books.⁸

THE CALENDARER—MEMBER OF THE STAFF OR OUTSIDER

Is Collaboration Possible?

One of the questions subsidiary to the primary one of whether archival establishments should undertake calendaring projects is whether the work should be done by a member of the regular staff or whether it should be entrusted to an outsider. One of the conditions influencing the choice some years ago was the necessity for the calendarer to do his work in the place where the materials were located. This state of affairs militated against the choice of a recognized scholar in the field, because if he lived or worked elsewhere than at the depository in question, his removal to that place made the cost of the project prohibitive. His working hours might have to be governed by the hours kept by the depository, and he might also have to abide by other regulations for the use of materials, all of which could be seriously

⁵ *Calendar of the General Otho Holland Williams Papers in the Maryland Historical Society*, Maryland Historical Records Survey, Baltimore, 1940.

⁶ *Calendar of the Writings of Frederick Douglass in the Douglass Memorial Home, Anacostia, D.C.*, Historical Records Survey, Washington, D.C., 1940.

⁷ *Calendar of Kent County Delaware Probate Records 1680-1800*, compiled by Leon deValinger, Jr., The Public Archives Commission, State of Delaware, Dover, 1944.

⁸ *Calendar of Maryland State Papers No. 1 The Black Books*, Maryland Hall of Records Commission, Annapolis, 1943.

hampering. The use of photostat and microfilm in recent years has, however, removed this handicap. The calendarer with photostatic copies or with film and a reader has unlimited choice of a place to work.

Assuming, then, that arrangements can be made with an outside scholar—and this may be complicated in governmental institutions where one must contend with employee insurance, a pension system, civil service regulations, union regulations, withholding taxes, state income taxes, rules about state citizenship as a prerequisite for employment, etc., etc.—there is no fundamental reason why he should not be employed. The conclusions of the Royal Records Commission of 1910 to 1914 favorable to the employment of an outsider are still sound in this regard.⁹ What has changed, though, since that time is the attitude of the scholarly world toward this kind of work. Most of the calendaring done in this country would necessarily be concerned with American history. At the present time there are simply no scholars in this or allied fields who are interested in making calendars, preparing checklists, editing texts or otherwise spending their time in readying the materials of research for the use of others. It is, as a matter of fact, quite unlikely that even a graduate student could now be found to devote himself to anything but works of synthesis. If this is a true statement of the case as it exists today—and I believe that it is—then we should, as a practical consideration, abandon hope of procuring outside calendarers. It is not possible, of course, to foretell the future, but present trends would indicate that there is little hope of a change in this attitude of American scholars toward the preparation of primary materials.

It is necessary, therefore, to count only on the use of employees of the depository for the preparation of finding media. The only comfort to be derived from this misfortune is that administrative problems which would attend the employment of an outsider may be avoided; moreover, the calendarer, in case of need, may be diverted from this work for more pressing tasks, although, to be sure, such diversions would prevent the realization of ideal conditions for the preparation of a calendar as described by Ford.¹⁰ There remains the question of whether talent is available for this kind of work in our well-paid but otherwise occupied Federal institutions or in our ill-paid but less-harrassed state and private depositories. It is the belief of this writer that such talent does exist.

So far as I am aware no one has ever before suggested the possi-

⁹ *First Report of the Royal Commission on Public Records Appointed to Inquire into and Report on the State of the Public Records and Local Records of a Public Nature of England and Wales*, London, 1912, Vol. 1, Index references under "Calendars": "editors, appointments of," and "by outside editors."

¹⁰ *Op. cit.* p. 54.

bility of having a calendar prepared through the collaboration of an outside and an inside editor. Perhaps this is because it has always been one of the accepted canons in the mystery of calendaring that only one person should be permitted to approach a set of materials. But while no one has formally questioned this canon, calendars involving two or more persons were prepared by the Historical Records Survey, and no one has attributed such faults as they must have to this collaboration. In the case of the Historical Records Survey the outside collaborator was usually a technical editor, but he might also be a specialist in the subject matter with which the materials dealt.

One must not go too far in this sort of collaboration, to be sure. For example, it would not have been easy for more than one person to have handled the Bank Stock Papers at the Hall of Records, because as a preliminary to the job the calendarer would have to spend a good deal of time indoctrinating himself in the currency and banking problems of the eighteenth century. There are on the other hand, collections which lend themselves exceptionally well to collaboration. When the *Calendar of the Black Books* was begun at the Hall of Records, one worker was assigned to the task. It soon became obvious that the magnitude of the job would not permit publication on schedule, and that is an important factor in making governmental fiscal deadlines. Therefore, without hesitation, a second worker was assigned. In time, the original calendar worker resigned, and her place was taken by a third collaborator. It was this third person who saw the work to the end after the second had also resigned.

Since it was my duty to supervise the whole work, I am in a position to state categorically that this collaboration helped the *Calendar*. There is no reason why similar collections, that is, those composed of miscellaneous papers without complicated subject continuity, could not be done as well or better at other institutions by more than one person.

MATERIALS IN ONE DEPOSITORY AND IN MANY

The problem of whether to calendar materials in more than one depository in any single work was thoroughly studied by the British Commission on Public Records. The practice of the Public Record Office had varied, but, in general, outside records had at first been included wherever it was thought necessary, and then, because of the additional cost and other difficulties, this procedure had been abandoned. A summary of the Commission's thought on this subject is worth quoting in full:

The reasons for ceasing to make calendars include papers outside the Office were the greater expense of comprehensive calendars, the difficulty of

compiling them, and the length of time they demanded. Hence the adoption of the rule that papers not in the Office should be excluded. But it is often impossible to make a good calendar without suspending this rule.¹¹

It is certainly more expensive to calendar a larger number of papers; therefore any additions to a collection marked for calendaring whether they come from within or without the calendaring institution will necessarily add to the cost. If, however, the amount to be added is small in comparison with the total, the additional cost is very little because the critical apparatus would presumably remain unchanged or be only slightly altered.

The difficulty of compiling comprehensive calendars is certainly less now than it was: the need for making very expert handwritten copies in other institutions or employing calendarers in every other depository involved has been obviated in great part by the use of modern photographic processes. That some additional time and trouble are required, however, is obvious.

There are, moreover, certain other difficulties which would have to be met in calendars of outside materials not involving the proceedings of a governmental agency where, for the most part, the lacunae are obvious. Suppose, for example, that a given depository has a significant collection of the papers of Samuel Chase, and the decision has been made to calendar them. Many depositories in the country are known to have equally important collections of Chase materials. Should they be included? The answer is obviously in the negative. No student will be misled into believing that he has all the Chase papers if there is an explanatory title such as *The Samuel Chase Papers in the Frederick County, Maryland, Historical Society*. I do not say that it would not be useful to have a calendar of all the Chase materials, but that is not a job for one depository. It might become a cooperative project among several institutions or one financed and controlled from without all depositories as is the case, for example, of the great edition, part full text and part calendar, of Jefferson materials, which is now going forward under the aegis of the *New York Times* and Princeton University.

If common sense indicates, however, that outside material should be included, then the calendarer must indicate in his preface or introduction the reasons which seemed to him to be compelling. It is easy to understand, for example, why some of the Public Record Office Calendars contain outside materials. It was found in some cases that the principal records of the office whose materials were being calendared existed in other agencies. The decision to include this material was probably taken on the grounds that, after all, the records of the agency

¹¹ *Op. cit.*, I, 101.

as complete as possible was the matter of importance and not that part of it existing in the Public Record Office alone. There have been some calendars of the papers relating to certain movements or periods of history, done in Germany, which contain materials from several sources.¹² The *Calendar of the Bank Stock Papers* recently published by the Maryland Hall of Records Commission contains thirteen items which are the property of the Maryland Historical Society. They were included because (1) they appear to be fugitives from the official files dealing with this subject, (2) their number is small and their inclusion, therefore, cheap, (3) they fill a serious gap in the account, (4) they have never been published, listed or otherwise made available to scholars, and (5) because photostatic copies are at the Hall of Records.

The question of the control of the originals is an important one in making the decision to include or exclude outside materials because a calendar, unlike a copy *in extenso*, does not preclude the use of the original; it only invites it. Therefore the depository which charges itself with calendaring its own or outside materials should also assume the responsibility of producing the materials on demand from references derived from the calendar. If the calendarer cannot guarantee this service and, especially, if the outside materials are in private hands, he should omit them from the calendar or print them in full.

SHOULD THE CALENDAR BE PRINTED?

Many institutions have in their possession calendars on cards or slips which have never been printed. These calendars are, for the most part, of materials in the custody of the institution which has prepared them. But this is not always the case: the Library of Congress, for example, has calendars for materials in one or more other depositories. Why are these calendars not published?

There are several reasons. In the first place, the cost may be prohibitive. Even the Library of Congress might have difficulty finding the sum necessary to publish its Jefferson Calendar. Lack of only a few thousand dollars might be sufficient to prevent publication in a smaller institution. It is well known that there are many legislators or members of supervisory boards who would appropriate generously for equipment or for buildings, but who would find publication a luxury to be forbidden altogether.

In the second place, there may be calendars of materials primarily so local in interest that the cost of publication, no matter how insignificant, does not seem to be justified. This is a matter which the archivist

¹² Example: "Getreidehandelspolitik" of the "Acta Borussica," the "Wollmannfaktorpolitik" of the same series and the *Reorganisation der Preussischen Verwaltung unter Stein und Hardenberg*.

or the director or the curator must decide in collaboration with the legislature or his governing board. No advice in a study of this kind could be anything but impertinent in such cases.

Thirdly, the additional time and effort required for publication may be lacking; and, finally, there are some archivists—fortunately very few—who are opposed to publishing calendars or any other type of finding medium which would tend to reduce the amount of “over-the-counter” business done at the depository.

Ford does not give serious consideration to the problem of printing. He is opposed to it, obviously, but the reasons he gives are far from convincing. The relevant passage is herewith given in full:

The expense of preparing the calendar is only one item—usually the more important. Unless the cards are printed they can serve only a limited use, and indeed can serve only as an aid to the librarian and the occasional, very occasional, I fear, visitor. But for every reason that can discourage the preparation of a calendar there are two against the printing, for the quality undergoes in the process so severe a test as to be almost prohibitive.¹³

Exactly how the last clause is to be interpreted it is difficult to tell, but it seems to mean that the calendarer whose work is to be published must be an even more talented individual than the one who works solely for the files of a depository. This argument is untenable. Moreover, since the manuscript calendar is of so little use and its preparation so costly, the archivist should be all the more willing to gamble whatever else is needed of time and money to achieve the maximum usefulness.

How much the cost of printing would add to the total investment in a calendar is not easy to determine. Ford estimates that the cost of doing a certain collection, exclusive of printing, and which would require three years of full-time work, would be about \$4,000. If, as he says, a worker under optimum conditions can prepare 12,000 cards a year, the calendar in question would contain 36,000 entries, and the printing bill would truly be enormous, but the disproportion between the cost of the labor and that of printing is not so great as Ford would have it, because there is probably no calendarer today who can do fifty cards a day and certainly none who would work for \$1,000 a year. It cannot be denied, however, that printing is expensive. The typesetting requires skilled compositors, the proofreading is difficult and time-consuming. The *Calendar of the Black Books*, published by the Hall of Records Commission in 1943, cost about \$2,000 to print and contained some 1,600 entries, plus the necessary critical apparatus. This calendar was paper bound, which further reduced the cost. The over-all

¹³ *Op. cit.*, p. 55.

printing cost was, therefore, something over one dollar per entry. The cost of preparing the entry card, reading proof, handling, etc. must have cost at least that much again.

Finally, there has never been developed any system of cost accounting applicable to archival work.

Ford suggested that small depositories not attempt to calendar—that function should be left to the larger institutions. Were he present now and able to compare the salary scales of the larger institutions with those of the smaller he might be willing to revise his opinion. It is questionable whether printing costs are cheaper for the larger agencies, including those of the Federal government, if the subsidies from the public and private sources are taken into consideration. That these large agencies are able to dispose of greater expertness in such matters than the small agencies is certain; there is reasonable doubt, though, whether this superiority is sufficient to make up for the greater compensation which is offered for similar work.

There are two arguments in favor of printing which are never mentioned because they have nothing to do either with cost or with the usefulness of the calendar. But they are arguments which are inevitably in the minds of archivists everywhere and might as well be spoken. First, if the calendar is a good one and is printed, it will inevitably enhance the prestige of the institution which has prepared it, and this is important at home as well as abroad. Second, if the calendar is good or even only mediocre it will bear witness to the skill of the calendarer who prepared it, and he should derive from it the spiritual and professional benefits long associated with publishing in other disciplines.

LIST OR CALENDAR—LENGTH OF ABSTRACT

The question of how full the abstract should be has long been the *bête noire* of calendarers. A good deal of useful but inconclusive testimony on the subject was produced by the investigations of the Royal Commission on Public Records.¹⁴ Two obvious conclusions were arrived at: first, the mere list was of minimal value, and second, unless the papers were of enormous worth, the habit of printing them *in extenso* was wasteful. There is no doubt but that much of the full calendaring of British State papers was justified, but even that was overdone, and the habit is hard to get over. On the other hand, a mere list, like the *Papers of James Monroe*, published by the Library of Congress, would have no value by itself.¹⁵ It will be recalled that the State Depart-

¹⁴ *Op. cit.*, I, 28-29

¹⁵ Compiled under the Direction of Worthington Chauncey Ford, Washington, Government Printing Office, 1904.

ment had already made a calendar of these papers—but in alphabetical order—before they were transferred to the Library of Congress. The two works used together are useful but clumsy.

It is perhaps worthwhile to quote an example from the Monroe List to illustrate the barest entry possible:

1806

January 6. James Sullivan to Monroe.

7. John Armstrong to Monroe.

10. Monroe to James Madison.

How little value these entries have for the scholar is obvious. In the course of time, however, a "list" has come to mean a calendar with the briefest abstract possible, but it does definitely contain an abstract, in contrast with the conventional Monroe List, which does not. I quote the one-sentence description of the list contained in the *Preparation of Inventories of Manuscripts*, written for the Historical Records Survey by Margaret S. Eliot:¹⁶ "Lists have brief entries, chronologically arranged, for the items." The example of a list entry is given from a Washington letter forty lines in length:

[George Washington], Morristown [N. J.]. To Governor [William] Livingston [of New Jersey]. June 2, 1780, Circular Letter on State quotas in hand of Robert Hanson Harrison. Signature cut out. 2pp. Published in John C. Fitzpatrick, ed., *The Writings of George Washington*, XVIII, 1931.

While this type of entry is infinitely more useful than those characteristic of lists of the Monroe type, it contains pitfalls not encountered in the others. It is quite possible, for example, that there were other subjects in the letter, and the fact that *something* is said about the contents may deceive the reader into believing that *all* was said.

The abstract of this list entry is about as full as the shortest abstract of another Washington letter given by Fitzpatrick.¹⁷ And there it is considered as a calendar rather than a list entry. The calendarer will find more expansive forms of entries in both Eliot and Fitzpatrick, and, if he is systematic and the character of the material is uniform, he may be able to adopt one of these forms and approximate it throughout his work.

On the other hand, there may be good reasons for following first one form and then another, and the calendarer should not hesitate to do so if he feels that the usefulness of his work would be enhanced thereby. The reader will find instances of the need to vary the form the moment

¹⁶ Page 55, Washington, 1940. Mimeographed.

¹⁷ *Op. cit.*, p. 28.

he begins to calendar. I shall, therefore, note only a few examples from my own experience. In the case of the Bank Stock papers there is a long letter from Samuel Chase to the Governor of Maryland in which he gives the details of a case he was pressing before the Lord Chancellor.¹⁸ The law involved is quite complicated, and Chase is doing the best he can to explain it to the Governor, who was conversant with the business in general terms and who was also a lawyer. It did not seem likely that a modern student would have an easier time understanding than did the Governor, and I decided, therefore, to give every detail in my calendar entry. Another example: there is a long letter of Pinckney's describing the difficulties he encountered in leaving England.¹⁹ I might have said simply "Difficulties encountered in leaving England," but many of these troubles were the same as those which beset Chase and King, and the same kind of evidence from three persons so different in temperament might be useful to a historian interested in a phase of the diplomatic relations between Great Britain and the United States in the years immediately following the Revolution. In such cases as these the calendarer must metamorphose himself into a historian in spite of the objection which historians have to this metamorphosis.

BASIC ABBREVIATIONS

I

D. Document.

Every item which comes into the hands of the archivist and the historian is by tradition a document, but for calendaring the term has taken on a quite restricted meaning. It may be described technically as a writing, official in nature, which is not a letter and which is apparently in finished form. From the point of view of content, a document is one of the multiple and multiplying witnesses of relationship between governments, divisions of government, government and the individual citizen or group of citizens, between one individual and another where government is the arbiter. A few examples may be cited with profit: (1) treaties and diplomatic communications, (2) messages of the governor addressed to the legislature, of the Congress to the President, of the courts to another agency in the case of a writ of mandamus, (3) a subpoena, a writ of fieri facias, a commission, a petition, (4) a deed, a will, a marriage license.

In addition, D. performs a catch-all function, perhaps as a relic of the time when everything was a document. Some examples often

¹⁸ *Calendar of the Bank Stock Papers*, No. 23.

¹⁹ *Ibid.*, No. 202.

found in private papers are account books, diaries, excerpts from books, receipts, invitations, newspaper clippings, diplomas.

L. Letter.

A letter is a writing in the form of a communication. Since it happens to have formed so large a proportion of materials which have been preserved, it has been erected into a separate species. The calendarer will have no difficulty in recognizing a letter. He need only remember that certain forms of official communications are still considered documents: communications between the chief executive and the legislature, communications between one government and another, and so forth. If the calendarer cannot decide whether any given item is a letter or a document he is safe in putting it in either category. An example of such a borderline case might be the letter of a chief executive to the leader of his party in the legislature as, for example, the famous informal letter of Franklin D. Roosevelt to Senator Barkley in regard to the Federal budget. If there are any great number of such doubtful cases the calendarer should study them all first and then set up his own criteria for classification. An explanation of these criteria in the Introduction would then be required.

Df. Draft.

A draft is simply a document or letter presumably not in final form. Some of them are easily identified. There may be a good deal of inter-linear writing. Words may be scratched out. And, finally, there may be a notation stating that the item is not in final form. There are times, however, when the choice becomes almost a matter of caprice. If a final form is found, then, of course, there is no difficulty, but what should be done when an item which might pass for draft or final form is found in unique copy? Perhaps an extended search elsewhere might discover the finished document or, on the other hand, a version bearing even more marks of revision than the one in hand which was presumed a draft. But an extended search of this kind is certainly not worthwhile. Again, the calendarer is thrown on his own resources. If he feels fairly confident he should render judgment on the spot; if he has subjective reasons only for judging one way or the other, he should voice that judgment but record it along with an honest question mark.

II

A. Autograph.

To say that a writing is an autograph means that it is written in the hand of the person who created it. For example, a letter written by Benjamin Franklin to the Governor of Maryland in the hand of Frank-

lin is an autograph letter; a message of the Governor of Maryland to the Senate of Maryland, reporting the contents of Franklin's letter and prepared in the Governor's hand, would be an autograph document. A preliminary summary of Franklin's letter also in the hand of the Governor would be an autograph draft.

The problem of deciding whether an item which is to be calendared is an autograph or not is one of the most difficult tasks imaginable. In the case of persons of supreme importance, George Washington, for example, a great deal of effort has been spent in making the task easier by a minute study of his handwriting and that of all his aides-de-camp and secretaries.²⁰ But even with this aid no ordinary calendarer can do more than decide that the letter was either written or not written by Washington, and he must be very careful in going even so far.

In the case of minor characters a sample of proved handwriting will probably be all that is required to indicate whether a document is autograph or not. The problem is made easier in the latter case by the fact that, for the most part, people of relatively mediocre position have always done their own writing. In family papers it is permissible to assume without further proof that a document was written by the sender. In practice this assumption is always made, whether the calendarer admits it or not. Therefore, the calendarer should understand that he will almost always have to make the choice himself, and, if he can justify his choice to himself, that is all that can be done about the matter. The student who is primarily interested in handwriting will have to look at the originals in any case. If the problem is that important to him, he has no choice but to train himself especially for the job—there are few calendarers, living or dead, who can help him very much.

S. Signed.

The indication that an item is signed means, of course, that it is signed by the creator of the document. In the case of a letter from George Washington to Tench Tilghman it would mean that Washington's signature was inscribed by him and not by one of his aides or secretaries. Since signatures of the great have been collected for a long time and studies made of them this is an easier problem in calendaring than it appears. In the case of the humble the calendarer must compare the signature with the text and come to a decision upon this and such other evidence as he may be able to find. Caution must be used, however, because for one reason or another—long habit, vanity, self-

²⁰ Washington Papers I, Correspondence with the Continental Congress, Library of Congress, 1906.

consciousness—signatures will often be decidedly different from the handwriting in the text of a document. Moreover, in the case of public figures, some secretaries and copyists have made a point of reproducing the signatures of their employers. Persons familiar with governmental records will discover from time to time that original papers copied into the records will bear signatures indistinguishable from those of the originals. In Maryland, at least, many clerks added interest to their workaday jobs by reproducing signatures exactly.

Historically it makes little difference whether a letter was signed by Washington or otherwise approved by him. In the markets where the trade in autographs is well-established it makes all the difference in the world. Is the calendarer working for the benefit of the historian or the autograph dealer?

ABBREVIATIONS IN PRACTICE

There is great economy in the use of calendar abbreviations, as each one has both positive and negative significance. Some examples will make my meaning clear.

L.

This indicates that the item is a letter, but, if used alone, it also indicates that the letter is not written in the hand of the sender, and that it is not signed by him. It may be written in the hand of any other person or persons, and it may be signed by the amanuensis, or it may bear a signature of the sender which the calendarer believes not to be genuine.

L. S.

A letter signed means that it bears a true signature but that the body of the letter was written by someone other than the sender.

A. L. S.

An autograph letter signed is the calendarer's delight. It means that the letter was both written and signed by the same person and that that person was none other than the sender of the letter.

D.

A document described by this abbreviation means one not written by the author nor signed by him. Care should be taken in treating official papers in respect to signatures. Some documents are signed by officials other than those who have created the document, for example, a commission may be a message from the Governor but signed by the Secretary of State. In that case it should be clearly stated by whom

the document was signed. For example, "D. Signed by Robert Thomas, Secretary of State." In the case of copies of an Act of Assembly there may be many signatures: that of the governor, the president of the senate, the speaker of the house of delegates. All these signatures should be noted. Finally, there may be a certification of the Act, and in that case the signature of the certifying officer should also be noted. There are other possibilities, too; for example, the governor, having signed the original act of which a copy is made, may then have to sign again in order to authenticate the signature of the certifying officer who has prepared the copy. No manual can include all the possibilities.

D. S.

This abbreviation means that the document bears the signature of the author but is not written by him. Proclamations of a governor furnish good examples of this practice. The proclamation setting aside Thanksgiving Day as a holiday is signed by the Governor but written by any one of several clerks in his office.

A. D. S.

A document written and signed by its author. Examples of this in official papers are rare indeed, and the calendarer should be careful about so designating them. Good examples of autograph documents signed are wills, accounts, inventories, etc.

The calendarer of typed materials uses the same abbreviations as the calendarer of traditional manuscript, except that he substitutes "T" (typed) for "A", as follows:

T. L.

T. L. S.

T. Df.

T. Df. S.

T. D.

T. D. S.

To Be Continued

The Machine Age in Historical Research¹

By MURRAY G. LAWSON

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THE rapidly growing interest in the application of machine techniques to historical research has, undoubtedly, reminded some sceptics of Swift's satirical sketch of the Grand Academy of Lagado. There a group of professors had dedicated themselves to the seemingly utopian task of devising "new rules and methods . . . new instruments and tools" for "putting all arts, sciences, languages, and mechanics upon a new foot." One of the more ingenious of them had even conceived the idea of constructing out of "bits of wood," squares of paper and "slender wires" a "machine," whereby "speculative knowledge" could be so improved by "practical and mechanical operations," that "the most ignorant person" could "write books in philosophy, poetry, politics, law, mathematics, and theology, without the least assistance from genius or study."² Although this pioneer attempt to utilize machines in the field of scholarship failed, only the other day the eminent Director of the Office of Scientific Research and Development, Dr. Vannevar Bush, declared that this "noble exalted thought" is now on the very threshold of actuality as the "instruments are at hand which, if properly developed, will give man access to and command over the inherited knowledge of the ages" and the "growing mountain of research."³

Leisure time is essential for creative thought. Historians need not be reminded that the idea for that great classic, *The Decline and Fall of Rome*, came to Gibbon as he sat "musing amidst the ruins of the Capitol, while the barefoot friars were singing vespers in the Temple of Jupiter" below.⁴ The problem that is now posed for the scholar is how he is to escape becoming mentally enslaved by the very abundance of his materials.⁵

¹ A paper presented at the annual meeting of the American Historical Association, New York, December 28, 1946.

² Jonathan Swift, *Gulliver's Travels* . . . , Oxford University Press, (London, 1919), pp. 209-10, 216-17.

³ Vannevar Bush, "As We May Think," *The Atlantic Monthly*, 176 (1945) 101.

⁴ *The Memoirs of the Life of Edward Gibbon*, edited by George B. Hill, (London, 1900), p. 167.

⁵ It has been estimated that the Library of Congress is presently increasing at the rate of "almost one book per minute the year round." William H. Carlson, "The Research Worker and the Library," *College and Research Libraries*, 7 (1946) 291.

Despite the traditional conservatism of the historical profession, its members have already availed themselves of a number of mechanical aids in their research, such as the fountain pen and the typewriter, the mimeograph machine and the printing press, the adding and the calculating machine, the dictaphone and the camera, the film reader and the projector, and many others. In general, however, historians have not been sufficiently conscious of the benefits to be derived from the technological revolution which has transformed contemporary society. Viewing their work "as almost entirely in the realm of language and thought and not in any sense as matters which can be facilitated by machines,"⁶ they have tended to putter along with techniques devised "in the days of square-rigged ships." In recent years, however, despite this literary view of their work, the growing realization of the inadequacies of the conventional tools of research has forced upon historians a consideration of the equipment and techniques in use in the business world—a somewhat belated discovery on the part of historians, inasmuch as more than half a century ago, Hubert Howe Bancroft, the successful business man turned historian, advocated "the desirability of applying business methods . . . to historical . . . research."⁷

In this paper an attempt will be made to describe two techniques in common use in the business world as well as to suggest some of the great advantages to be obtained from their application to the problems of historical research. The first is the marginally punched card system called Keysort and marketed in this country by the McBee Company. The second is the automatic punched card sorting and tabulating system developed by the International Business Machines Corporation and by Remington Rand Incorporated.

The equipment involved in the "jeep" version of the McBee Keysort system is very simple.⁸ It consists of a card with a series of holes along the margins, a hand-slotting punch resembling that used by railroad conductors, and a manual sorting needle resembling an elongated ice-pick. The "de luxe" model also includes a multiple key punch, either mechanically or electrically operated, a grooving machine for gang punching a large number of cards of the same classification, a multiple automatic selector, and finally a card counter. For practical purposes, however, the "jeep model" will meet the requirements of most scholars.

The use of the Keysort system will not involve any radical change of habits on the part of its users for it is based on the conventional system of taking notes on separate cards or slips of paper. After the

⁶ C. S. Yoakum, "Foreword," in *Practical Applications of the Punched Card Method in Colleges and Universities*, edited by G. W. Baehne, (New York, 1935), p. ix.

⁷ Hubert Howe Bancroft, *Literary Industries*, (San Francisco, 1890), p. 598.

⁸ For a description of the McBee Keysort equipment and its operation consult the advertising literature prepared by the McBee Company, Athens, Ohio.

data has been entered on the card, it is coded by slotting the hole assigned to it in accordance with a predetermined classification system. The sorting of cards processed in this manner is then done by passing the needle through the hole designating the sort desired and raising it. Since the cards in this particular classification have been slotted, and hence have nothing to support them, they automatically fall clear of the remainder and are immediately available. The coding capacity of the Keysort card and the speed with which the sorts can be made are quite surprising. According to the manufacturer it is possible to code as many as four million different, non-conflicting classifications along just one edge of the standard size card, and to make mass sorts at the rate of from 60,000 to 90,000 an hour.

The possible applications of the Keysort technique to the problems of historical research are many. No one who has ever tried to devise a comprehensive filing system for a complicated series of notes needs to be reminded of the many hours often lost in a frantic search for a specific item, either because it has been misfiled or else has been placed into a classification which, at the time seemed to be the logical one, but which no longer appears to be so. By means of the Keysort technique it is possible to locate the desired notes in the minimum of time and with a minimum of effort, as it has been expressly designed to get the "desired data *out* of the file."⁹

Despite strict adherence to the precept of "a single note for a single subject," the researcher will often find that the information contained in a particular note is of such a character that it may and should be filed under two or more different subject-headings. In such instances recourse is usually had to either of two methods: duplicate copies or the cumbersome device of cross references. With the Keysort technique, however, all that is necessary to overcome such difficulties is simply the slotting of another hole or two and the information becomes available in any of the appropriate classifications. The appreciable saving of time, material and space is quite apparent.

These identical advantages are even more apparent in the preparation of bibliographies. A book such as Professor Schlesinger's *New Viewpoints in American History*, for example, would require, if indexed by traditional methods, at least twelve separate bibliographic cards: one for the book in general, and one for each of the eleven essays. With the Keysort technique, however, only one card would be necessary and by virtue of the coded slots, the book could be located under any of the different subject classifications into which the essays fall. In addition to the saving of cards the ability to sort them mechanically into ap-

⁹ Gerald J. Cox, C. F. Bailey and R. S. Casey, "Punch Cards for a Chemical Bibliography," *Chemical and Engineering News*, 23 (1945) 1623.

propriate categories at the phenomenal rate of 60,000 to 90,000 an hour in place of the slow tedious hand sorts needs only to be mentioned to be thoroughly appreciated by those who have prepared comprehensive bibliographies for publication.

In correlation studies where the investigator is interested in establishing the degree of relationship existing between a number of variables the sorting ease of the Keysort is a special boon. Block sorts can be made with such facility and ease that the scholar can profitably spend an hour or two making random sorts without any preconceived plan and often thereby light upon an unexpected and interesting relationship. In this connection it would be well to bear in mind the experience of that famous team of investigators, Sidney and Beatrice Webb. After observing that "shuffling and reshuffling" of notes "according to different categories" has been in their case "an instrument of discovery"—"by far the most fertile stage of our investigations"—they remark that "frequently . . . the general impression" with regard to relationships with which they had begun their enquiry, "or which had arisen spontaneously" during the course of their research, has "been seriously modified, or completely reversed" when they have been "simultaneously confronted by all the separate notes relating to the point at issue."¹⁰ What the Webbs had to do laboriously by hand over the course of hours and even days we can now do in minutes by mechanical sorting devices.

Before leaving the McBee Keysort a word of warning should, however, be added. This technique will effect no saving of time and effort in the compilation of data. On the contrary, somewhat more time and effort are expended, owing to the need of preparing a code and slotting the cards. The slight expenditure of time necessitated by these two operations, however, is more than counterbalanced by the saving of time arising out of the ease with which notes can be located and repeated sortings be made.

The preceding remarks have been directed primarily to the individual scholar, who is handicapped in his research by limited financial means, and who must therefore resort to relatively inexpensive mechanical aids. Where more ample funds, however, are available, as in the case of research on the institutional or co-operative level, the more elaborate and expensive automatic punched card technique of IBM and Remington Rand is by far the more preferable. The four basic pieces of equipment of this system are: the specially devised punched card, the numerical and alphabetical key punch, the sorting and counting machine, and the tabulating and printing machine. The underlying principle of operation is quite simple. Once the required information has been manually punched into the cards in the form of coded holes, the proc-

¹⁰ Sidney and Beatrice Webb, *Methods of Social Study*, (London, 1932), pp. 83, 92-93.

essed cards are then inserted into the other machines which are automatically activated by them into performing all the other operations, i.e. sorting and counting, tabulating and printing.¹¹

As none of this elaborate and complicated equipment nor its operation, lends itself readily to verbal description, the discussion here will be limited to a few observations about some of the more special features of the punched card technique. The most apparent of these is that the information on the tabulating card appears not in the conventional literary form but rather as a series of coded punched holes.¹² And paradoxically it is just in this method of recording data that one of the chief merits of the punched card system lies. For as a result the coding capacity of the tabulating card is virtually infinite. It has been estimated that if every one of the nine hundred and sixty positions on the IBM tabulating card were punched the number of different, non-conflicting classifications would reach the staggering total of 100 trillion decillion decillions.¹³ At this point it might be well to add parenthetically that by using a blank or specially printed tabulating card it is possible for the numerical punched code and the conventional typewritten note to appear side by side, without interfering with one another.¹⁴ Another unique characteristic of this technique is simply that as the punched card equipment has been designed primarily for the tabulation of statistical data there is no need to resort to other machines to do arithmetical computations, such as adding and subtracting, multiplying and dividing, for they are done automatically along with the other operations. Another interesting aspect is the extreme rapidity, either 420 or 450 per minute, with which these cards can be not only automatically sorted according to any desired classification or sequence, but actually counted too.¹⁵ Still another distinctive feature, about which more will be said later, is that printed reports can be automatically prepared from the punched cards without further labor—one of the greatest utilitarian attractions of the punched card system.

The possible applications of the punched card technique to the

¹¹ For a description of the punched card equipment and its operation consult the advertising literature prepared by International Business Machines Corporation and Remington Rand Incorporated, New York, New York.

¹² The basic IBM tabulating card contains 80 columns of 12 positions each, of which, however, only 10 are ordinarily used. The basic Remington Rand tabulating cards, on the other hand, contain either 45 columns of 12 positions each, of which only 10 are ordinarily used, or 90 columns of 6 positions each, of which only 5 are ordinarily used.

¹³ L. A. Harper, "Microphotography and History," *Pacific Historical Review*, 15 (1946) 428.

¹⁴ For an interesting adaptation of this technique by the Mayo Clinic see Joseph Berkson, "A Punched Card Designed to Contain Written Data and Coding," *Journal of the American Statistical Association*, 36 (1941) 535-38.

¹⁵ The Remington Rand sorter has a rate of 420 cards per minute and the IBM sorter of either 250 or 450 per minute, depending on the model.

problems of historical research are even greater than those of the versatile Keysort. Actually they are so many that they defy complete listing. An attempt, however, will be made to describe some of the more obvious applications. Let it suffice to say that the advantages of the Keysort method with regard to note taking—their classification, their enhanced accessibility, the avoidance of duplication—and sorting, are to be had equally with the punched card technique. Despite a number of uses in common, these two techniques, however, have been designed to perform different tasks.

In the preparation of bibliographies for publication, for instance, the punched card technique is far superior to the Keysort and opens up vistas hitherto undreamt of. By means of it not only can the tedious time-consuming labors of the bibliographer be reduced by at least two thirds, but also the hitherto virtually prohibitive printing costs can be cut appreciably. Conventionally, three major operations are involved in the preparation of bibliographies: first, the gathering of titles on cards; secondly, the arranging and sorting of them into predetermined categories; and thirdly, the typing from these arranged cards of a final manuscript for use by the printer. By using the punched card equipment, however, these three operations can be reduced to one! By means of the alphabetical and numerical key punch the bibliographic item can be entered directly on a punched card; by means of the sorter these cards can then be automatically and rapidly sorted into the required categories; and by means of the printer the data on these sorted cards can be reproduced automatically in printed form at the startling rate of either 80 or 100 lines per minute.¹⁶ Additional copies of this bibliography can then be prepared at a relatively cheap cost by means of mimeographing, photo-offset printing or microfilming. What a tremendous boon to the historical profession such a revolutionary technique can be, will be appreciated most keenly by those who have prepared or tried to prepare bibliographies in accordance with the conventional back-breaking methods now in use.

In correlation studies, where the emphasis is on quantitative analysis, the punched card technique again opens up fields of endeavor hitherto closed to the average scholar because of the enormous amount of hand labor involved. As has often been pointed out, "much as the compilation of certain statistical data may be desired . . . the expense and the time involved in sorting and tabulating the information [by manual

¹⁶ The IBM tabulating machine can print from one to three lines of 88 sectors each, at the rate of 80 lines per minutes. Each line has a maximum capacity of either 45 letters and 43 numerals in combination, or of 88 numerals alone. The Remington Rand tabulating machine can print from one to three lines of 100 sectors each, at the rate of 100 lines per minute. Each line has a maximum capacity of 100 letters or numerals, either singly or in combination.

means], have frequently deterred individuals from going ahead with a given project," or else have resulted "in a reduction . . . [of its] scope . . . to less ambitious proportions."¹⁷ In all too many instances because of the lack of quantitative data "conclusions" have been "based more largely on assumption than on scientific information."¹⁸ This is especially true, for instance, in the field of Colonial American Economic History. Despite the monumental life-labors of such eminent historians as Beer, Osgood and Andrews, it was not until a project to extract information from the colonial customs records of the 17th and 18th centuries was set underfoot about a decade ago, that sufficient quantitative data first became available to check, and later to revise, some of the well-entrenched, but nevertheless, erroneous, views on colonial trade and commerce.¹⁹

Of late an intriguing method has been devised whereby the punched card technique can be combined with microphotography to the enhancement of each. By cutting up a roll of microfilm into individual negatives and then sealing the individual strips into a specially devised slot in the punched card, certain unique benefits accrue. Insofar as the microfilm negative is concerned these are chiefly the great convenience of this novel method of filing and indexing, and the consequent enhanced accessibility of the film to the user. In the case of the punched card its utility is doubly enhanced in that it not only carries its information in the form of a code but also in the form of a visual record, whether it be a picture or a map, a document or a note. In brief, this technique combines in itself the visual benefits of the old fashioned lantern slide and the coding and sorting advantages of the new punched card equipment. At present probably the chief use to which it can be put by historians is that of filing and indexing their collections of microfilm and microprint material. However, when Vannevar Bush's vision of the scholar of the future, wandering around a library with a small camera on his forehead, snapping pictures of the material pertinent to his investigations,²⁰ does become a reality the advantages of such a technique will become even more apparent.²¹

¹⁷ Edwin Spengler, "Economics," in Baehne, *op. cit.*, p. 397.

¹⁸ Mona Fletcher, "Bicameralism as Illustrated by the Ninetieth General Assembly of Ohio: A Technique for Studying the Legislative Process," *The American Political Science Review*, 32 (1938) 80.

¹⁹ See Lawrence A. Harper, "The Effect of the Navigation Acts on the Thirteen Colonies," in *The Era of the American Revolution*, edited by Richard B. Morris, (New York, 1939), pp. 3-39; Murray G. Lawson, *Fur: A Study in English Mercantilism, 1700-1775*, (Toronto, 1943).

²⁰ Bush, "As We May Think," *The Atlantic Monthly*, 176 (1945) 162.

²¹ For a fuller description of this technique see the report of the "Library Equipment and Appliances Subcommittee to Study the Use of Punched Card Procedures in Libraries." American Library Association, *Bulletin*, 40 (15 Sep 1946) 102.

Historians, who have spent many laborious weeks compiling a working bibliography for a new research project, have doubtlessly on occasion wondered bitterly why each investigator should have to work through the same material that hundreds have done before and more hundreds will do after him. No doubt many have often wished that some central depository existed from which they could "order" a ready-made bibliography on any subject in which they were interested.²² With punched card equipment such a project is utterly within the realm of possibility. The cost of creating and maintaining such a central depository of bibliographic cards would be no greater than that of preparing the annual volume of *The Writings on American History*; and its usefulness would be immeasurably greater than that of all the numerous bibliographic aids now in existence. In this connection it would be well to bear in mind the pregnant words of the Librarian of Congress, Dr. Luther H. Evans. "The problem of cataloguing," he remarked, "is one of the two great phases of the control of knowledge for the service of society. The other is bibliography and we believe, at the Library of Congress, that we have got to re-examine the whole problem of bibliography."²³ In ordering a bibliography the investigator would specify whether he would prefer duplicate copies of the master bibliographic cards, which can be prepared at a very nominal cost thanks to the duplicating features of the punched card equipment, or whether he would prefer to have the even more economical strip of microfilm containing all the bibliographic entries on his subject. These

²² Not only is the scientific world aware of the need for such a central depository, but it has already begun to give serious consideration to the possibility of creating one, now that this task has been rendered feasible by the development of card sorting and punched card equipment. In 1938 a cry was raised for the creation of "un centre de documentation de chimie," which would supply on demand specialized bibliographies in any field of chemical research—"un catalogue partial couvrant exactement le champs des recherches délimité par la demande." (Jean Delmas, "Les machines à cartes perforées, possibilités d'application dans un centre de documentation, notamment en vue d'établir des catalogues," International Federation for Documentation, *Transactions*, 14th Conference, (Hague, 1938), pp. 115-16.) Last year the Committee on Science and the Public Welfare in its report to the Director of the Office of Scientific Research and Development remarked that "it seems probable that the use of cataloguing card sorting devices now available in the form of business machines and the use of microfilm technique might go far to improve present methods of searching the literature [of science] and making bibliographies." (Vannevar Bush, *Science, The Endless Frontier*, (Washington, D.C., 1945), p. 115). Last fall the 110th Annual Convention of the American Chemical Society gave serious consideration to the possibility of using "punch cards and business machines for the indexing and collating of chemical bibliographies" and for the "publishing [of its] *Chemical Abstracts*." ("9000 Convene at Chicago for 110th ACS Meeting," *Chemical and Engineering News*, 24 (1946) 2467). In this connection it might be well to observe that the *Quarterly Journal of Studies on Alcohol* as far back as 1941 prepared an index on McBee Keysort cards to the abstracts in its library. (E. M. Jellinek, "The Abstract Archive of the Quarterly Journal of Studies on Alcohol," *ibid.*, 2 (1941) 216-21).

²³ Address to the 65th Annual Convention of the American Library Association. *ALA, Bulletin*, 40 (15 Sep 1946) 36.

microfilm bibliographic strips, it has been suggested, could be prepared quite easily by attaching "a high speed camera to the sorting machine" so that the selective sorting of the cards and their microfilming could be done simultaneously and automatically.²⁴

In the same vein the thought has probably occurred to many scholars that the burden of research would be greatly lightened if there were an historical "Baedeker" to lead them directly to the materials pertinent to their investigations. The need for such a master index was clearly perceived by Bancroft when he came to write his histories of the West. "One thing was plain," he wrote. "On my shelves were tons of unwinnowed material for histories," but in its "present shape . . . of little use to me," for "the facts were too scattered," too well "hidden" beneath "huge masses of debris." His solution was to have the contents of his "whole library indexed as one would index a book."²⁵ However, despite the admitted success of Bancroft's application of this tool to the problems of historical research and the successful adaptation of this basic idea by lawyers to the problems of legal research historians have hitherto, with a few minor exceptions, tended to disregard the warning that "in no other way" could "scholars" hope to achieve "command [over] the knowledge contained in books."²⁶ Like Hamlet, historians have now reached the crossroads of "to be or not to be;" either they accept the challenge and attain to new heights of achievement or else reject it and be swamped by the tidal wave of accumulated and expanding knowledge as was the art savant in "Penguin Island."²⁷

²⁴ Ralph H. Parker, "Mechanical Aids in College and University Libraries," *ALA, Bulletin*, 32 (15 Oct 1938) 819.

²⁵ Bancroft, *op. cit.*, pp. 231-4.

²⁶ Bancroft, *op. cit.*, p. 244. It might be noted here that the Industrial Relations Section of the California Institute of Technology has begun the preparation on McBee Keysort cards of a master index to the contents of its collection of union contracts. (Mary Hoag, "Indexing Union Contracts," *Special Libraries*, 37 (1946) 106-10).

²⁷ Anatole France, *Penguin Island*, (London and New York, 1909), Preface.

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

A SELECTED BIBLIOGRAPHY ON MICROPHOTOGRAPHY

The difficulty in selecting a bibliography on microphotography is that the technique is used by diverse groups for many different purposes. Librarians use it to collect and also distribute copies of rare books and manuscripts. Impermanent wood pulp newsprint is replaced by the more stable and compact microfilm. Microphotography's economy over other methods of record reproduction and preservation led its early advocates in the library field to hail it as "the greatest invention since Gutenberg". Devotees of the printed page, the librarians produced an extensive periodical literature, a quarterly journal for several years, and a full-blown textbook.

The great bulk of microfilm, however, is produced in the business world where microphotography has revolutionized bank, department store, and other accounting procedures. Microfilming is used to record events and transactions by photographing a document in transit through an office. The high speed cameras and the 16mm film used for business records bear little resemblance to the flat-bed cameras and 35mm film used in library microphotography. The literature of business record microphotography, however, is limited to equipment catalogs and occasional articles in trade journals.

Lagging far behind this parade comes what might be called archival microphotography. Its purpose is to preserve valuable records in the most compact form possible. High-speed equipment and low film cost are essential because archival microphotography must compete with the waste-paper dealer and cheap warehouse storage space. Greeted in the late 1930's as the cure-all for the problem of accumulated records, it ran afoul of two very practical difficulties. The first was the fact that about 80 percent of our accumulated records were of insufficient value to warrant further retention in paper or microfilm form. The second difficulty was that the problem of successfully converting a file of paper records to rolls of microfilm was not easily solved by the photographic technician or the messenger boy promoted to camera operator. There were exceptions, of course, but by and large the "battle of the old papers" in Washington was won by the waste-paper dealer and the "intermediate depository". Microphotography, rightfully enough, took its place as an adjunct of records management; but no extensive literature of archival microphotography resulted.

The readers of *The American Archivist* are perhaps the largest single group with an interest in all phases of microphotography. As the custodians of the more permanent records of private enterprises and public agencies, they

will be called on to make reproductions in much the same manner as the librarians. Their holdings, however, will resemble records of a business office rather than a library. Even if he does not have to microfilm his own holdings to conserve space, the archivist will have to learn how to use the microfilm records transferred to his custody. He may even be officially responsible for deciding whether the microfilm copies are adequate substitutes for the paper records to be destroyed.

The following list has been prepared to provide a better-rounded approach, free from the emphasis on library microphotography, commonly found in such bibliographies. The comments are intended to help the reader exclude those of lesser interest to his specific field.

Summary Report of Research at the National Bureau of Standards on the Stability and Preservation of Records on Photographic Film, by B. W. Scribner. N. B. S. Miscellaneous Publication M162. (Washington. Superintendent of Public Documents, 1939. Pp. 17. Price 10 cents.)

This summary of research begun in 1935 answers the question of microfilm's life-expectancy by comparison with paper stocks rather than in terms of years. Its conclusions are that, given the proper type of film base and proper processing of the exposed film, microfilms are "as suitable for records as the best grades of record papers". In this reviewer's opinion, there are many other hazards to the permanence of microfilm that cannot be measured by laboratory tests. Poorly identified and inadequately indexed rolls of film, insufficient provisions for orderly maintenance of film files, and careless use of the film in the reader may well contribute more to film mortality than the atmospheric conditions under which the film is stored.

The Journal of Documentary Reproduction, a quarterly edited by Vernon D. Tate. (Chicago. American Library Assn. December 1938 through December 1942.)

This quarterly contained many articles, bibliographies, news and patent notes of interest to those concerned with any of the many methods of reproducing documents. Naturally, microphotography occupied a conspicuous place, and most of its articles emphasized the problems of librarians.

Photographic Reproduction for Libraries, by Herman H. Fussler. (Chicago. University of Chicago Press. 1942. Pp. xii, 218.)

This is the most complete work on library microphotography and other reproduction techniques. It is recommended for the archivist with a need for reproduction facilities other than microphotographic. Photostat, dextragraph, reflex or transmission copying, and ozalid processes are briefly described in the final chapter. A description, on pages 22 and 23, of the use of microfilm at the Gary Public Library to record charge-outs describes a small beginning in the application of microphotography as a tool for library administration. Annual savings of \$5,000 to \$8,000, said to have been effected by this process, will be of interest to any librarian or archivist.

"Illinois v. Wells", *American Law Reports, Annotated*. (St. Paul, Minn. West Publishing Co. Vol. 142, pp. 1262-79.)

This annotated digest of the decision of the Illinois Supreme Court in one of the two leading cases on the admissibility of microphotographs in evidence contains a summary of an earlier case, as well as numerous citations to other pertinent cases. It summarizes in language that the layman ought to be able to understand the fundamental principles of evidence as they apply to copies of records. Although the state supreme court ruled adversely, its criticism was of the manner in which the microphotograph was introduced rather than the weight of the microphotograph as evidence. This case should be required reading for those who think there ought to be statutes granting to microphotographs special status as evidence. This digest was the basis for this reviewer's paper on this subject presented at the 1947 meeting of the Society of American Archivists and scheduled for publication in the May 1948 issue of *The Journal of Accountancy*.

"Microphotography", by Vernon D. Tate, in *The Encyclopedia of Photography*. (New York. National Educational Alliance. 1943. Pp. 2530-56.)

An excellent short article, amply illustrated, covering the microfilming of both library and business records. This article probably should be the first read by any new student of this subject.

Microfilming of Records, War Department Technical Manual 12-257. (Washington. March 1946. Pp. 94.)

This manual, reviewed in the October issue of *The American Archivist*, is the first comprehensive attempt to cover the evaluation of proposed microfilming projects, as well as detailed operating and indexing procedures. Problems of record files, rather than library materials, are emphasized. Not currently available from the Government Printing Office, copies may be obtained from the Library of Congress in the form of positive 35mm film or photographic prints similar in appearance to positive photostats. Prices are \$1.00 for the film copies or \$5.00 for the paper prints. Orders, accompanied by checks payable to the Librarian of Congress, should be sent to the Photoduplication Service, Library of Congress, Washington 25, D. C.

Storage of Microfilms, Sheet Films, and Prints, Eastman Kodak Company. (Rochester, N. Y. 1946. Pp. 16.)

This publication divides records into short-term, moderate-term, and archival categories. In terms of years, these are broadly defined, respectively, as 15 years or less, 15 to 50 years, and 50 years or more. For short-term records, no special precautions are said to be necessary; for archival records, careful arrangements are recommended to insure optimum atmospheric conditions of 50 percent relative humidity and temperatures between 60 and 70 degrees Fahrenheit. For moderate-term records, a compromise between these extremes is recommended. The authors leave the reader in some doubt on the exact nature of this compromise. Where moderate-term records are

involved, the use of a master film and another to be used for reference purposes is probably indicated. The master film usually can be kept under more nearly ideal conditions, but the main reliance can be placed on the added safety of having two film copies. Where the climate is generally damp, film life will be comparatively shortened. A good guide to a generally damp atmosphere, the authors say, is the presence of mildew on paper or leather. Brittle film can be restored to flexibility, but fungus growths can irreparably damage the photographic image. The article also contains some cautions against moving film from one set of atmospheric conditions to another. Moisture may condense on the film due to differences in dew-points. Safest procedure seems to be to use and store the microfilm in an air-conditioned room. This publication also includes a bibliography on fire prevention and the elimination of residual hypo.

Directory of Microfilm Services in the U. S. and Canada. (New York. Special Libraries Assn. 1946. Pp. 29.)

This directory lists geographically all libraries in a position to furnish microfilm or other reproductions of their holdings, with a brief description of the types of reproductions, prices, etc. It also includes a geographical list of commercial concerns which will be of interest to purchasing agents who must advertise for bids on equipment, supplies, and contract microfilming services.

Records Management and Filing Operations, by Margaret K. Odell and Earl P. Strong. (New York. McGraw-Hill. 1947. Pp. 342.)

This recent book is included for those whose interest in microphotography lies outside the field of library microphotography. The successful conversion of a paper file to a ribbon of microfilm requires a knowledge of filing practices and peculiarities. To those management officers who must decide whether or not microfilming is an economical solution to a records storage problem, the tables of retention periods for the commoner types of business records will be of inestimable value. If microphotography is proposed as a method of cutting current operating costs, the production standards for filing papers will be of value in preparing comparative cost estimates.

Evaluation of Microphotographic Projects, a panel discussion by H. R. Angel, H. J. Lilienfield, and D. F. Noll. (Washington. Interagency Records Administration Conference. May 9, 1947.)

A limited supply of the proceedings of this meeting is available from the Secretary, Interagency Records Administration Conference, c/o The National Archives, Washington 25, D. C. This discussion will be of primary interest to management officials and archivists rather than librarians.

DANIEL F. NOLL

The National Archives

The Organization and Status of Archival Training in the United States¹

By KARL L. TREVER

The National Archives

TEN years ago the newly-formed Society of American Archivists created a Committee on Training, instructing it "to consider the education and training appropriate for those desirous of entering the archival profession . . . and to promote projects for making such training available."² In November 1945 the Society joined the American Association for State and Local History in appointing representatives to a National Council on Specialized Scholarly Techniques, an organization dedicated to the task of facilitating the training of persons interested in entering archival or historical society work.³ These actions, when noted together, suggest the need for reviewing the development of training facilities during the past decade and for appraising their usefulness to the profession.

At the second annual meeting of the Society, the Committee on Training presented its "Preliminary Report."⁴ It expressed complete agreement with the European emphasis on the need for a historical, legal, and linguistic background in archival work and recommended that training in the United States should be provided for persons preparing for two classes of archival positions: (1) student candidates for archivist first class, i.e., those planning careers as directors or staff officers of major archival establishments, and who would be recruited from the level of training required for the doctor of philosophy in American history or political science; and (2) student candidates for archivist second class, i.e., those who aspired to directorships of minor establishments or to employment as lesser officials in larger agencies,

¹ Read at the Annual Meeting of the Society of American Archivists, October 25, 1946.

² Society of American Archivists, *Proceedings*, 1936-1937, p. 21. See also A. R. Newsome, "Objectives of the Society of American Archivists," in the same volume, p. 64. Members of the original committee were Samuel F. Bemis, chairman, Herbert F. Bolton, R. D. W. Connor, and Theodore C. Pease. Ralph Lutz was added to the group later.

³ *AMERICAN ARCHIVIST*, 9: 67 (Jan. 1946).

⁴ Samuel F. Bemis, The training of archivists in the United States. *AMERICAN ARCHIVIST*, 2: 154-161 (July 1939).

and who would be recruited from the level of training for the master of arts degree in the social sciences. These standards were given official sanction by Dr. Newsome in a presidential address when he asserted that, although all American archivists currently did not possess these qualifications, "the professional standards have been set, and . . . no respectable archival establishment can long disregard [them]."⁵

On May 29, 1940, Dr. Buck read a paper before the American Library Association on "Essentials in Training for Work With Public Archives and Historical Manuscripts."⁶ In that paper he analyzed the job of an archivist, outlined the body of knowledge that should be at his command, and described the beginnings of archival training in the United States, making particular reference to a program of training inaugurated in Washington in 1939 by the American University Graduate School in cooperation with the National Archives.⁷

Based in part on the thinking of the Committee on Training and reflecting the essentials outlined by Dr. Buck, the American University program originally provided advanced study in the social sciences, courses in the history and administration of archives, and an opportunity for practical experience in handling archival material through internships at the National Archives. The "center of gravity" of the program was and still is a two semester graduate course in the "History and Administration of Archives." Its first semester consists of a survey of archival developments in Europe, Latin America, and the British Empire, with a more detailed discussion of the past and present status of archival administration in the United States. The second semester is

⁵ A. R. Newsome, The archivist in American scholarship. *AMERICAN ARCHIVIST*, 2: 220 (Oct. 1939).

⁶ Solon J. Buck, Essentials in training for work with public archives and historical manuscripts. *Archives and Libraries*, 1940, p. 114-122. A revision was published in the *AMERICAN ARCHIVIST*, 4: 84-90 (Apr. 1941) under the title "The training of archivists."

⁷ About 1936 Harvard University made an effort to secure the services of Pierre Caron as guest lecturer in archives administration but, failing in this, a course on archives, primarily intended for students of history rather than students of archives administration, was given under the direction of C. E. Walton of the Harvard College Library. Correspondence between Austin P. Evans, of Columbia University, Solon J. Buck, and others concerning the possible establishment of a systematic training program for archivists began as early as 1935. The first experiment in this direction was made by the Columbia University Graduate School in 1938-39 when Dr. Buck was selected to conduct a two hour course entitled "Archives and Historical Manuscripts." Although Dr. Buck's course at Columbia could not be repeated for practical reasons, Margaret C. Norton, archivist of Illinois, taught a summer course on archives at the Library School of that institution in 1940. Miss Norton had made an effort in 1937-38 to establish a graduate course on archives as a cooperative project between either the University of Illinois or the University of Chicago and the Archives Division of the State Library, but the program did not materialize. In 1938-39 Dr. Buck inaugurated the American University course on the "History and Administration of Archives."

devoted to a study of the different phases of archival economy and the tested principles and techniques applicable to each of them. In its initial year, the course was attended by 20 persons, mostly members of the National Archives staff. Since that time more than 250 persons have received the professional training this course provides.⁸

By 1940 leading archivists had agreed that good archives administration was largely dependent upon good records administration and that therefore the study of current records management ought to be included in the education of an archivist. Consequently American University added to its program undergraduate courses on records administration with Helen L. Chatfield, Treasury Archivist, as instructor. In 1943 these courses were expanded into a planned curriculum with suitable academic recognition for those who completed it, namely, the degree of Associate in Administration. Courses in records administration acceptable for the degree include the "Organization and Procedure for Handling of Government Records," "Management of Government Records," the "Management of Special Types of Records," and the "Arrangement, Classification and Indexing of Government Records." Recently the University has established a new records administration course on the graduate level to tie this phase of the program in more closely with the graduate work in archives administration. About 200 students, mostly employees of Federal agencies, have been enrolled in records administration courses to date.

The most recent development in the American University program occurred in June 1945 when an intensive, short course in the "Preservation and Administration of Archives" was conducted in cooperation with the National Archives and the Maryland Hall of Records. In contrast to the two semester course on the "History and Administration of Archives," which is designed to serve graduate students and persons professionally engaged in archives work, the short course is intended to meet the needs of custodians of institutional archives and curators of manuscript collections who carry out the functions of an archivist in addition to other duties. Because special emphasis is placed on skills applicable to the problems of the small institution which cannot afford costly and complicated equipment, three days' instruction takes place at the Maryland Hall of Records where certain techniques of repair work and records description have been highly developed. In order that laboratory work can be properly supervised, the number of students permitted to enter the course is necessarily limited. In 1945 the course registered 4 church archivists, 2 curators of university manuscript

⁸ Annual announcements of courses in records and archives administration and of the intensive summer course for custodians of public, institutional, and business archives are issued by the American University and may be secured by addressing the registrar of that institution.

collections, 1 business archivist, 2 state archivists, 2 state library manuscript curators, 1 historical society, and 1 public library manuscript curator. Students came from North Carolina, Ohio, New Jersey, New York, Connecticut, Maryland and Canada.⁸

Let us turn now to other training activities sponsored by Federal agencies. In its own interest, the National Archives has furnished its employees with in-service training opportunities whenever possible.⁹ Because of heavy wartime turnover of personnel, a series of orientation training programs for new professional employees was conducted in 1942. A device indirectly furnishing training was adopted in 1943 with the establishment of the "Open Conference on Administration," now known as the "Seminar Conference on Archives Administration." Its programs are so conducted as to provide an opportunity for staff discussion of almost every problem that faces the modern American archivist. Conference proceedings are multilithed and distributed to the staff for future reference use.

For ten years the United States Department of Agriculture Graduate School has offered courses in records administration to Government employees. A seminar on filing schemes and classification manuals of Government agencies, instituted in 1936, led to the establishment of a course on "Federal Communications and Records" in 1940. This course, which took the more descriptive title of "Records Management and Procedures" in 1944, already has given training to more than 250 students.¹⁰

Another organization that indirectly serves as a training ground for Federal employees is the Interagency Records Administration Conference. Now in its sixth year and currently sponsored by the National Archives, it provides an opportunity for Government employees concerned with records administration to exchange ideas, discuss principles and standards, study systems of records management, and prepare materials for the training of records personnel. The Conference membership list now includes more than 300 names of persons from practically every Federal agency.¹¹

Finally, as a part of the general program of the Government of the United States for cooperation with other American republics, the National Archives has for the past two years offered an opportunity

⁸ Pre-war inservice training courses at the National Archives included seminars on Federal administrative history, materials for research in the National Archives, and report and correspondence writing.

¹⁰ U. S. Department of Agriculture Graduate School. *Announcement of course in records management procedure*, fall semester 1944.

¹¹ Transcriptions of remarks made at the general meetings of the Interagency Records Administration Conference may be secured by writing to the Conference Secretary, Joseph F. Vaughan, National Archives, Washington 25, D.C.

to eligible citizens of those countries to obtain training in the care and administration of government records. In-service training fellowships, carrying allowances of \$180 per month for personal expenses plus travel, are granted to successful applicants for a period of six months. In addition to study and work in the National Archives, provision is made for visits to some of the state archives, where problems are somewhat different from those that obtain in the national capital. Fellows from Argentina, Chile, Mexico, Cuba, and Peru have already been trained in this manner. Under the State Department budget for 1947 plans are being laid for the training of three additional archivists, and it is hoped that all Latin American republics will take advantage of these fellowships eventually. In addition to the foreign students receiving training under this program, the National Archives has provided similar training, but not at American expense, to seven employees of the Brazilian Government, a representative of the Imperial Record Department of India, a Canadian Guggenheim fellow, and to an American Library Association fellow from China. Indeed it is the policy of the National Archives to facilitate the archival studies of persons from state agencies, private institutions, and foreign countries who come to visit for periods ranging from several days to several weeks for observation, consultation, and practice.

Mention also should be made of several less extensive training activities outside Washington. In January 1945, the Archives Division of the Illinois State Library, cooperating with the State Civil Service Commission and the University Extension Division, conducted a course in "State Record Making" for "file clerks, stenographers, office managers and others who create and keep records."¹² Another program, organized for an entirely different type of personnel, is the "Training Institute for Local Historians" held at Albany in 1945 and 1946 under the leadership of the Division of Archives and History of the New York State Education Department. The purpose of this Institute is to show the local historian how he can serve his community effectively, and instruction is given in six different fields, including the collection and care of local records.¹³

Since 1942, Howard H. Peckham, now director of the Indiana Historical Bureau, has conducted a course on the "Care and Use of Manuscripts" at the summer session of the University of Michigan School of Library Service. This two credit course introduces prospective librarians to the principles of work with manuscripts and includes four lectures on the history and administration of archives in libraries and historical societies.¹⁴

¹² Course on "Creation of Records." *Illinois libraries*, 27: 231-237 (Apr. 1945).

¹³ Circular letter, Albert B. Corey, state historian, to local historians, April 20, 1946.

¹⁴ Rudolph Gjelsness to the writer, June 8, 1946.

Reference should also be made to a course on "Resources and Methods of the American Historical Society and Library" offered at Columbia University in 1942 by Alexander J. Wall, director of the New York Historical Society. It was designed to familiarize graduate students in American history with the practical operations of a leading historical society and to offer them "some training for future work in public archives and in state and local historical societies and museums."¹⁵

Finally, the New York and Columbia University graduate schools of business administration have recently announced the offering of "special internships in business archival training." Students registering for internships are expected to devote at least three months of full time daily work to gaining practical experience in designated depositories and business companies, particularly in the New York Historical Society and the Union Trust Company. Upon completing this course, in addition to a course in business history, students "will be recommended as trained business archivists."¹⁶

In appraisal of the training facilities just described, it is inevitable that the unique American University program should be the chief object of examination. Certainly persons who have received the instruction involved will agree that this program has played a most important role in American archival progress and that the work should be continued and expanded. During the past seven years its curriculum has offered to employees of the National Archives and other Washington agencies and institutions a convenient, post-appointment means of acquiring helpful background knowledge and specialized training that otherwise might never have been enjoyed. It has served the immediate purpose of helping these persons to obtain a knowledge of basic archival theory and to get acquainted with practices tested elsewhere. Beyond this, it has forged a link between the archival endeavors of the United States and other countries, and it has introduced a much needed historical perspective in archival work. It has brought to the fore the significance of administrative history in the education of the archivist and has pressed successfully for recognition of the fact that "the management of records, from the time of their creation up to and including the time they are accessible in an archival agency is essentially one process and one problem for the solution of which the archivist and the records administrator must cooperate." Finally, it has made records and archives personnel aware of the administrative and scholarly significance of their own work and has contributed to the maintenance of their professional pride and esprit de corps.¹⁷

¹⁵ AMERICAN ARCHIVIST, 4: 302 (Oct. 1941).

¹⁶ AMERICAN ARCHIVIST, 9: 385-386 (Oct. 1946).

¹⁷ The writer is indebted to Ernst Posner, dean of the Graduate School of American

Perhaps the best way to appraise the curriculum more specifically is to ask the question "What should we expect to get from an archival training program?" The answer, I think, is twofold: (1) we should expect it to draw into the profession the best possible recruits; and (2) we should expect it to provide the best possible training for practicing as well as potential archivists.

In regard to the first expectation, it will be recalled that the Committee on Training originally hoped that the establishment of training facilities would create a reservoir of properly trained men and women from which archival agencies could recruit their personnel. But disappointingly few "student candidates" have sought pre-appointment archival training. Indeed, persons already employed in archival, records, or historical work have constituted the majority of registrants in the courses referred to above. Professional courses are not yet prerequisite to the appointment of archivists of the "first" or of any other class and, in spite of the assertion that "no respectable archival establishment can long disregard them," the high standards of appointment envisioned by that Committee still have not been reached by many institutions. The relatively limited number of positions available, agency financial considerations, low salaries, the lack of glamor in routine archival tasks, plus the competition of other professions whose disciplines are somewhat more susceptible to formal instruction have conspired to nullify the hopes of the Committee with respect to the recruitment of archivists.

It has been suggested that students have not been attracted to archival training courses because the profession has not had the right kind of publicity—that most people even now do not know what archivists really do! A more likely reason is, however, that the American University program has remained an isolated venture. The Committee on Training obviously hoped that a number of graduate schools would undertake similar programs in cooperation with State and local agencies. Indeed, in his capacity as chairman of the Committee in 1942, Dr. Posner himself sought to work out practicable plans whereby some State archival agencies might serve as regional training centers in cooperation with appropriate university graduate schools. While the universities would provide the background courses, the archival agencies would offer specialized training in records and archives administration through members of their staffs. Class schedules, bibliographies, study materials, occasional guest lecturers, and the experience of the Washington program could be made available to these regional training

University, for access to his files pertaining to the history and administration of the records and archives courses offered by the University. Many of the ideas and phrases expressed here were taken from reports and memoranda in his files.

centers, and conferences of instructors during the annual meetings of the Society of American Archivists would lead to a uniformity of approach. It is still Dr. Posner's opinion that once organized, such regional centers not only would succeed in their main aim but also would soon find it desirable to arrange short training courses for county clerks, local historians, and "lay administrators" of archival materials, thus making an additional and effective contribution toward the general advancement of the archival profession in the United States. Indeed, he regards the setting up of such facilities as indispensable if pre-appointment training of archivists is to be achieved.

In this connection, a proposal of the Archivist of Maryland is of some interest. He suggests that several universities be encouraged to develop a course of studies leading to the B.A. or B.S. with major in archival administration and that an integral part of such a curriculum be internship in some cooperating archival establishment or historical society.¹⁸ Without engaging in controversy over the proper educational level for archival training, it is safe to say that such a program, operated perhaps on the Antioch College principle, would have the advantage of introducing potential archivists to the profession at a time in life when professional careers are being selected and when considerations of salary and rank are of comparatively minor importance. Another suggestion advanced for spreading the availability of archival training is that the major library schools of the country should be encouraged to recognize the existence of the subject of archival science and, as English library schools now do, make provision for teaching it as one of the courses leading to the library science degree.¹⁹

Internship was envisioned as a vital part of training from the beginning, for the Committee recognized that practice must be combined with theory if the last is to be correctly understood. Experience at the National Archives and elsewhere indicates, however, that relatively few students are financially able to avail themselves of internship opportunities. Therefore, if this phase of training is to be turned into a practical vehicle, it is clear that some provision must be made for obtaining grants or fellowships from some source if we are to attract deserving and gifted students to pre-appointment study.

In seeking the answer to the question of whether existing facilities provide the best training for functioning as well as potential archivists, your speaker secured opinions by mail from several prominent State archivists. They were unanimous in their appreciation of the contribution that the American University program had made to the develop-

¹⁸ Morris Radoff to the writer, Oct. 9, 1946.

¹⁹ Karl L. Trever, Local archives and the public library: a proposal for consideration by archivists and librarians. *Library journal*, 71: 304 (Mar. 1, 1946).

ment of an archival profession in America. They were equally of the opinion, however, that the program to date had largely overlooked one fundamental fact, i.e., that very few American archivists outside the National Archives are engaged in "purely archival work." Since most archivists are obliged to act, more often than not, as employees of the chief historical agency of the State, they suggested the urgent need of adding to the curriculum some sort of course on historical society work.

Another point of agreement among the archivists consulted was that the graduate course on the history and administration of archives would benefit somewhat by less emphasis on theoretical and historical materials, particularly if the time gained could be devoted to a consideration of the "more practical aspects of archival administration." Perhaps quotations from two letters will best express this viewpoint:

1. Our archival students need more information than they get about the physical characteristics of record materials, the history of paper making, the nature of paper, ink, and other materials, methods of binding and binding materials—all of this as background to repairing. . . . More time should be given to the actual techniques of making various reference tools, including instruction in filing as well as in analysis of needs in preliminary surveys. The student should be given more practical instruction in publication procedures and historical society editorial work, and a course in the use of printed Government documents would be useful.²⁰

2. Less attention should be given to European archival matters . . . and more attention given to the study of American business methods which result in the creation of records [and] by which quantities of future archives are being accumulated. . . . Too much attention is given to archival theory and too little time is spent in the actual study of technical phases. . . . For example, how many archivists know anything about paper chemistry, a subject with which they should be conversant in order to determine the proper treatment of various kinds of paper and also in selecting acid free containers for the preservation of their documents. Surprisingly few archivists know anything about fumigation and insect control methods or [about] the control of mildew, mold, and other hazards. More attention should be given to the types of filing equipment available and functional problems of that nature. Photography is becoming increasingly important in archival work and I doubt very much that the majority of archivists and those being trained for archivists know as much about this essential phase of archival activity as they should.²¹

These detailed comments should not unbalance our perspective, however, for as one of my archivist correspondents said of the American University course, after referring to the demands of the practical school, "Still, all in all, I am in favor of such courses because the content

²⁰ Margaret C. Norton to the writer, Oct. 11, 1946.

²¹ Leon de Valinger to the writer, Oct. 16, 1946.

of the subject is so great that any part of it which a student learns is so much to the good."²²

In conclusion, may your speaker venture an observation of his own? The enormously intensified wartime activities of Federal, State and local governments have resulted in the creation of the greatest mass records problem in history. It will call for the establishment of many new archival agencies and records management units and the expansion and rationalization of existing facilities. Many business firms, religious bodies, and learned institutions will likewise be faced with unprecedented record problems. Undoubtedly there will be a considerable demand for trained archival personnel in a wide variety of fields—even in the field of archives and records management for international organizations. The American archival profession was never fully able to meet the wartime demands made upon it for trained and experienced personnel for records and archives work at home and abroad. Shall it likewise be found unable to meet similar demands in the postwar period? The Society of American Archivists does not now have a Committee on Training, for it was abolished at the suggestion of its chairman in 1943 in favor of a Committee on Local Archives. One of the objectives of the Society as stressed by its first president, Dr. A. R. Newsome, is to "consider the standards and nature of the education and training needed [for archivists] and to promote projects for making such study and training available." Would it not be wise, therefore, in addition to maintaining its representation on the National Council of Specialized Scholarly Techniques, for the Society to re-establish the Committee on Training as its primary agent in seeking that objective?

²² Morris Radoff to the writer, Oct. 9, 1946.

Reviews of Books

RICHARD G. WOOD, Editor

The National Archives

Seventeenth Biennial Report of the Nevada Historical Society, Inc. [for the Period from] July 1, 1944 to June 30, 1946. (Reno, 1947. Pp. 63.)

The Nevada Historical Society became the archival agency of the State by a statute of 1943. The provisions of the statute are largely inoperative because of space and personnel shortages. The space problem is so critical that Dr. Jeanne Elizabeth Wier, secretary and curator, has utilized an apartment in her home for the temporary storage of certain holdings. This action was taken after the exhaustion of other expedients. The immediate personnel shortage results not from simple lack of funds but from a restricted maximum authorized salary for the vacant position of assistant director. No qualified person was found who would accept the job and the biennium closed with a considerable unexpended balance in the treasury.

Dr. Wier recommends that an adequate State historical building be constructed and that, pending this, temporary additional space be immediately granted in the building now partly occupied by the Society. Following this step, it is planned to ask for the amendment of the statute of 1943 "to make it more effective through the use of a legalized and understanding procedure based on technical knowledge." Finally, the report suggests that unexpended balances be used to buy new equipment and to hire a trained assistant director.

KENNETH F. BARTLETT

The National Archives

Twenty-First Biennial Report of the North Carolina State Department of Archives and History, 1944-1946. Publications of the North Carolina State Department of Archives and History, Bulletin No. 45. (Raleigh. North Carolina Department of Archives and History, 1946. Pp. 54.)

This report was prepared by the Director of the North Carolina State Department of Archives and History, Christopher Crittenden, and his staff, and was transmitted to the Governor of North Carolina by R. D. W. Connor, the Chairman of the Department and former Archivist of the United States. The report includes the customary statistics and reports on personnel, finances, accessions, microfilming, use of records, publications and public displays. Several illustrations add to the effectiveness of the report which attests a healthy and vigorous archival-historical program in North Carolina in the biennium covering the last year of World War II and the first year of the current peace.

Of special interest are (1) the striking rise in the annual appropriation for the Department, from \$28,212 in 1944-45 to \$45,290 in 1945-46, (2) the

impressive list of accessions, both archival and otherwise, (3) the microfilming of state censuses and of county records, (4) the extensive use of the records by researchers, (5) the North Carolina World War II collection, (6) the vigorous program of publications, (7) the "Hall of History" museum program, and (8) the ten recommendations of the Director. In his recommendations, the Director gives priority in emphasis to expansion of the state archival program, especially the need for an archives building and an accelerated program of accessioning and processing of non-current state archives.

CARLTON C. QUALEY

Minnesota Historical Society

Protection of Records. Consolidated Reports of the Committee on Protection of Records, by the National Fire Protection Association. ([Boston. The Association, 1947] Pp. 63. \$1.00.)

Report of the Committee on Building Construction, Operation, and Protection, by the President's Conference on Fire Prevention. (Washington. U.S. Government Printing Office, 1947. Pp. 30. \$.10.)

The Committee on Protection of Records of the National Fire Protection Association has made a valuable contribution to all archivists, be they public or private. The seriousness of losing important records is never realized until they are actually gone. The great Chicago fire destroyed so many important records that the city was left in a predicament from which it still suffers. Since few appreciate the real danger of record destruction, this sixty-three page booklet provides the needed emphasis.

In addition to pointing out the danger and consequence of record loss through fires, the committee presents minute instructions for procedures in record retention, selection of records which require protection, handling of records under fire conditions, and the salvaging of records after a fire. Most of us have no systematic procedure for destroying records of little value and for selecting for retention those records which must be kept. The committee has presented an excellent procedure for culling the ephemeral from the permanent.

They have also gone into considerable detail on the specifications for fire-resistive vaults and file rooms. Any business or public agency has records whose loss would be catastrophic in case of fire, yet only a few have made provision for keeping records in fire-resistant rooms. These specifications, therefore, deserve careful examination.

The Committee on Building Construction, Operation and Protection of the President's Conference on Fire Prevention has approached the problem from a different angle, namely, prevention. They state unequivocally the need for strict public regulation to prevent fires, stating

Our fire losses have long been recognized as a national problem, and the adoption of more severe regulations, as well as their proper enforcement, is therefore unavoidable if the welfare of the public is to be safeguarded.

They have analyzed the problem from the standpoint of the causes of fire as related to the construction of buildings and have recommended regulations

which should be adopted to prevent fires and loss of life if fires do break out.

In speaking of building codes, they point out that many city codes are obsolete and in need of revision. They have also outlined the equipment needed to provide adequate fire protection and have presented recommendations in broad rather than in specific terms on what should be done to lessen the possibility of fire and to fight it once it has broken out. All cities could profit by careful reading of this booklet.

WILLIAM L. SLAYTON

Milwaukee Municipal Reference Library

Danmark gennem 800 Aar. Rigsarkivets Udstilling af historiske Dokumenter i Riddersalen paa Rosenborg Slot. (København, 1947. Pp. 72. [With a foreword by Axel Linvald.] Illustrations including a groundplan of the Rosenborg Slots Riddersal and facsimile reproductions of selected documents and seals.)

Danmark gennem 800 Aar. Rigsarkivets Udstilling af historiske Dokumenter i Festsalen i Aarhus Raadhus. [With a foreword by Axel Linvald.] (København, 1947. Pp. 84. Illustrations including a groundplan of the Festsalen in Aarhus Raadhus and facsimile reproductions of selected documents and seals.)

These two recently published descriptive lists of selected documents reflecting significant moments in the history of Denmark during 800 years (the earliest document is January 25, 1320, and the most recent is July 11, 1920) were issued by the Public Records Office of Denmark, the former in the spring of 1947 and the latter a short time later. Actually these two publications are descriptive lists of selected and highly valuable documents prepared for exhibit as representative of episodes in the history of Denmark, reproduced copies of which in the same chronological sequence were on exhibit in Rosenborg Castle and the town hall of Aarhus.

Except for slight differences in title, the contents of each volume may be described as follows: 1. A Foreword. This includes a statement that exhibits of documents such as these should acquaint the people throughout the Kingdom who are unable to see the originals at the Public Records Office with historically important documents, not only relating the activities of the King and Queen, but also of foreign affairs and administration generally. Documents such as those exhibited are significant expressions of the flow of culture as it has influenced the daily life of the Danish people. Also included is a statement that the Public Records Office is the nucleus of the State and its administration. In the Public Records Office in Kopenhagen are deposited and preserved the Royal papers and protocols, records of the Central Government and the local administrative units and innumerable other items such as those pertaining to the judiciary and financial elements of government. Each day finds a considerable number of records in the Public Records Office in use, more than 100,000 different record items having been loaned out to Government agencies in 1946 alone. Simultaneously about 125,000 different record items were used by scholars and others carrying on research in the Public Records Office.

Finding aids have been prepared by the Public Records Office for many years, but it appears that these generally are little known. Much work remains to be done particularly in the field of systematic arrangement and description. It is hoped that adequate sponsorship of such projects as these two publications will continue and that thereby continuous access to historical documents can contribute to the awakening of a true historical sense and interest.

2. Groundplans of each of the two archives are included, each being in reality a plan showing the physical arrangement of the exhibit, the number of each case corresponding to the group of the items exhibited and listed within that numbered and captioned group in the descriptive list.

3. Descriptive list of the documents exhibited. In the first publication the list is divided into the following three parts: "I. Denmark's History to the Year 1920," record items 1 through 250; "II. The Danish Colonies," record items 1 through 32; "III. Foreign Dignitaries and Statesmen," record items 1 through 33. Except for several relatively slight changes in the title given for each unit of exhibits, the second publication is identical with the first publication but has in addition a part "IV. Documents from the Provincial Archives in Viborg" including record items 1 through 36. Each of the four groups of record units is arranged in strict chronological order. Each record item, usually a letter, note or statement, is identified as to its origin or sender and the person to whom and the place to which sent and the date, presumably when prepared. Each record item then is briefly described as to contents, often in but several lines though some of the more significant extend through fifteen to twenty lines.

4. An appendix of photographic reproductions of selected seals and documents is included with each publication.

The descriptive lists included in each publication are indeed of the briefest possible useful length. This reviewer feels that all too often an insufficient amount of description is included and that the identifying title not only is incomplete but lacks certain basic requirements such as the size and number of pages of the document and the place and date of its composition. Also a statement of its physical characteristic, such as whether parchment, paper or cloth should be included. The descriptive lists, except for a few slight errors in chronological sequence, are particularly valuable to historians and the public generally, who may be interested in the sequence of significant documents in the history of Denmark.

HERMAN R. FRIIS

The National Archives

Zentralblatt fuer Bibliothekswesen. Jahrgang 61, Heft 1/2, [December], 1947.

Pp. 102. Annual subscription, RM 24.

While the review of a periodical devoted to library rather than archival practices may appear to be out of place in *THE AMERICAN ARCHIVIST*, still the appearance of the first post-war number should not be passed over. Furthermore, it affords insight into an important part of the intellectual life of post-war Germany. It also sets a pattern against which to judge the long awaited revival of the *Archivalische Zeitschrift*.

The *Zentralblatt* continues to be published by Harrassowitz of Leipzig and is issued under license no. 200 of the Soviet Military Administration in Germany. The responsible editor is Joris Vorstius, one of the division chiefs of the former Prussian State Library, Berlin. The editorial board is composed, significantly, only of persons from Leipzig and Berlin, i.e., Heinrich Becker, of the firm of Harrassowitz and of the Boersenverein, Leipzig; Wieland Schmidt, Director, University Library, Berlin; Rudolf Hoecker, General Director, former Prussian State Library (now Public Scholarly Library), Berlin; Heinrich Uhrendahl, Director, Deutsche Buecheri, Leipzig. (For those who are not familiar with the internal mechanism of Germany, it may be added parenthetically that both the University and the former State Library are in the Soviet Sector of Berlin and are responsible not to the Berlin Soviet Military Administration but to that of the Soviet Zone.)

The first few pages are devoted, as one might expect, to a statement of purpose by the editor. The old *raison d'être* of the *Zentralblatt*, "a universal periodical for library science and library policy, for theory and practice of librarianship," stated in 1884 is still sound, but to it must be added new points called into being by wartime and post-war problems. Therefore, the first task of *Z.f.B.* is stated as dissemination of information on the solution of common problems such as reconstruction, rehabilitation, return of books from repositories, making new catalogs, attempting to fill gaps in foreign fields, etc. The second task is that of holding together in a unified body the professional librarians of the four zones of occupation. The author argues for close relationship between the scholarly libraries and the popular libraries, because "libraries as a whole represent a unified factor in our spiritual culture and in the life of our people." To this last one may surely acquiesce but whether the hope so vigorously expressed is the personal wish of the writer, or that of the Administration to which he is responsible or of the library profession, I do not know. However, to one who knows how jealously the German professionals guard their status and their relative standing within the hierarchy of the profession, it seems unlikely that it is the last. (At the last meeting of archivists in the United States-British Zone, for example, the question most heatedly discussed was that of qualifications for membership in the Association of Archivists. In fact, it had to be referred to a committee because of the impasse at the general session.) As further evidence of the apparent discrepancy between fact and hopes expressed in the *Z.f.B.* is the last point made by Vorstius; namely, that the old historico-philological approach to library science in Germany must be dropped, that the essential burden of library science is "the science of the accessibility of literature in the public collections of literature." On the other hand, paragraph 8 of the regulations prescribed in 1946 for the study of library science at either the former State Library in Berlin or at the Deutsche Buecheri in Leipzig lists for the second year of the course, the lectures and exercises which "preponderately will deal with the following": history and organization of scholarship and intellectual training; development of handwriting; palaeography and study of MSS; history of book printing and book trade; history and technique of binding; history and theory of bibliography; history of

libraries; library administration, including cataloging and library law; and general administration. This course may be taken only by persons who have already completed one year of internship at an approved library and have already received their university degrees in theology, jurisprudence, medicine, engineering, humanities, and the like. Possibly the report on the first year of the Institute of Library Science in Berlin, promised for an early number of the *Z.f.B.*, will shed further light on this subject.

The lead article (pp. 4-12) is a translation from the Russian of an article originally published in *Sovietskaya Kniga* for 1947, No. 1, by Sergei I. Vavilov, President of the Academy of Sciences of the USSR in Moscow, and is entitled, "Some Remarks about Books." This deals interestingly but not novelly with the basic problem of the unmanageable quantity of world book production, advocates as a practical solution for librarians and readers the use of bibliographies (including bibliographic libraries, reviews and union catalogs), and concludes with a few remarks on microprinting and microfilming. Becker writes (pp. 12-19) a good appreciation of the firm Otto Harrassowitz which celebrated its seventy-fifth anniversary on July 1, 1947. Georg Leyh, who retired as head of the University of Tuebingen Library early last year, contributes an article (pp. 19-32) on "The Condition of German Scholarly Libraries after the War" which is an extract of an article by the same name which appeared in the *Europa-Archiv* (Oct.-Nov., 1946, pp. 234-240) and which foreshadows a monograph in press. The additional information said to be added in the present article is not apparent. However, the difficulty of distribution and the common fact of small print orders probably justify the current article. The original certainly was well worth reading. No mention is made, perhaps because of contemporaneity of writing, of articles such as Friederich A. Schmidt Kuensemueller "Die Deutschen Bibliotheken," published in *Die Gegenwart* II (March 31, 1947), pp. 32-34 which is very sketchy. "Emigration Books" (pp. 34-38) is the title of an address by Uhlendahl at the opening on March 2, 1947 in Leipzig of an exhibition of the books written by Germans who had emigrated to other lands. The early group, Seventeenth to Nineteenth Centuries, was represented by thirty-six names, while those who fled the Nazis furnished 125 names. Next follows (pp. 38-56) the first installment of a long posthumous contribution from Karl Christ, formerly head of the Manuscript Division in the Prussian State Library, Berlin, entitled "History of Libraries in the Middle Ages: Method and Latest Literature," which will be of considerable interest to medievalists because it synthesizes widely scattered materials. The article was revised and seen through the press by Paul Lehmann, formerly at the University of Munich and medievalist of considerable note.

Walter Hofmann, Director of the Municipal Libraries of Leipzig, contributes (pp. 56-66) an article entitled "The Question of International Classification Systems," which is part of a larger study not yet completed. His argument is that classification is not mechanical but philosophical, not general but reflective of national culture, and that, therefore, international classification schemes, except for the details of technology, are foredoomed to failure. Otto

A. Kielmeyer contributes a report (pp. 66-79) on the first post-war exhibition held by the University of Leipzig Library which is entitled "Books and Publications as Trailblazers of Progress in Commerce, Economics, Technology, Science and Politics." The exhibition is in five parts: the book from antiquity to the present day, the meaning of books for commerce and economics, the book as a pioneer of technology, the book as trailblazer of a scientific progress, and the book as champion of democracy. This last part is the key to the whole show and leaves no doubt as to interpretation of the first six pages of the article which are devoted to the thesis that scholarly libraries—including university libraries—must devote themselves to helping the people as a whole. "Starting from the fundamental point that the scholarly libraries, not merely the popular libraries, in a democratic state have not only the opportunity but also the duty to become with their manifold and rich treasures a very valuable instrument of education for the people (*Gesamtbildung*) . . ." There is little doubt that the author spells "democracy" thus: "communism."

The last pages are perhaps the most helpful index to the problems incident to re-starting a profession disrupted by war and rebuilding institutions wholly or partly destroyed. Four pages (pp. 79-83) are devoted to the first conference of librarians in post-war Germany which was held under the auspices of MFA&A in Stuttgart April, 1946 and to the meeting in December, 1946 of the council chosen earlier; another four pages are given over to the first meeting of the librarians of the Russian Zone in October 1946 (pp. 83-87); and seven pages to the meeting of the librarians of the British Zone, also in October 1946 (pp. 87-93). The pattern of the problems discussed is essentially the same each time (as in the case of the meetings of archivists held in the British Zone in June and December 1946, the French Zone in October 1946, and the US Zone in December 1946, and April 1947): personnel, reconstruction, rehabilitation, and plans for the future.

The number is brought to a close with a report on the exhibition of Leibnitz materials in Hannover (pp. 93-94), personal notes (pp. 95-98), including a list of directors of some of the larger German libraries (in which several changes have occurred since the list was prepared), a classified bibliography of literature dealing with books and libraries (pp. 98-102) in which more than half the titles are non-German in origin. The last page contains a plaintive cry for help—the State Archive of Aurich requests anyone finding twenty very valuable MSS lost from its collection to inform the Archive.

This first post-war number is a very good piece of work, well printed and well worth a careful reading from cover to cover. There is a good mixture of standard material and of newly prepared contributions reflecting the post-war library activities. Several negative points also manifest themselves: the absence of contributors (except Leyh) from Zones other than the Russian. Men like Hoffman of Stuttgart, Eppelsheimer of Frankfurt, and Tiemann of Hamburg, to mention only a few, might well be represented in subsequent numbers. The "democratization" of the scholarly library as reported is a matter for considerable thought.

LESTER K. BORN

U.S. Army of Occupation, Germany

Records Management and Filing Operations, by Margaret K. Odell and Earl P. Strong. (New York, McGraw-Hill Book Co., 1947. Pp. 342. \$4.00)

Miss Odell is nationally known as an outstanding authority in filing operations and records analysis, having had extensive experience both in industrial and governmental operations. Dr. Strong has had years of experience in business education, business application, and government procedures. The combination of their individual techniques gives added interest to the treatment of the subject matter.

This book excels as a text on records management because of its down-to-earth treatment of a problem which is becoming more and more critical to government and industry, alike. Economics (the costs of space and equipment, the shortages of both commodities, and the increasing competition in the field of efficiency) are forcing records management out of the realm of dusty inertia (to which it has long been relegated) and into the place of importance which it has deserved. "High-flown theory" has been carefully omitted—the book rests its case on the practicable treatment of the subject matter. It is elementary and yet scientific. One follows its course with increasing interest as each chapter treats of problems common to all business. The volume is composed of three parts: Part I Records Management, Part II Filing and Finding Operations, and Part III Records Department Management.

Part I, Chapters i-v: In treating the fundamental problems of indexing and filing, the book disproves the longstanding contention that the differences between commercial, institutional, and governmental activities do not permit comparable treatment of histories (records). It clearly points out that any type of endeavor is founded upon basically similar goals, regardless of the nomenclature by which the various types of records are identified—thus making possible the establishment of similar practices by governments, industries, and individuals. Such coordination of effort should create a mutuality of understanding between producer-consumer, government-citizen, specialist-client, et al., which would inevitably produce more harmonious relationships.

In justification of the importance of good records management are the following statements:

The records of an organization are actually the products of the "brains" of the organization and as such are assets that should be under centralized control with an inventory record kept for control purposes. Records have a definite *inventory appraisal value, not from the marketable point of view but from possible money savings in labor, litigations, delays, floor space, equipment, and supplies*. . . Administrative functions are guided by previous actions, transactions, and decisions; records are therefore the *working tools* of the divisions of an organization. [Italics added].

Part I describes several methods of controlling records which cover the simplest to the most complex systems—having always in mind the cardinal principles of most efficiently 1) caring for and 2) *FINDING* material. Types of filing equipment, layouts of ideal records areas (space and energy savers), and worthwhile data on weights and measurements are included.

Part II, Chapters vi-xii: These chapters are dedicated to the more detailed discussion of filing and finding operations and offer excellent solutions to many problems encountered in the daily transaction of business within a

records department, including standard rules for indexing and arranging material. The advantages and disadvantages of various types of filing procedures and devices are discussed. Here are found comparisons and contrasts, as analyzed by specialists whose experience will aid in solving some of the more controversial subjects pertaining to preparing, filing, finding, tracing, and replacing records.

While this portion of the volume is of primary interest to records administrators and file clerks actively engaged upon the work, executives also would find it an aid toward the meeting of minds on basic filing problems, i.e., not only how to FILE, but how to THINK of the material in the same terms.

Two gems of wisdom appear in this Part which, if for only these two reasons, make the book most worthwhile:

It must be kept in mind that many letters are not complete as to subject content. Such letters should be put in an *UNINDEXED* tray until the indexer is certain that either the subject or a name is correctly interpreted. An unfiled record may be found in a tray on the indexer's desk, but a poorly or incorrectly indexed record may be located in a "file" of several drawers. . . . Correct indexing is the key that *opens* the file and *finds* the records. Incorrect indexing is the key that *locks* the file and *hides* the records.

Part III, Chapters xiii-xvi: This portion of the book, concerning records department management, offers a wealth of interesting and helpful criteria in planning records operations, justifying their existence, and determining the ultimate disposition of their product. It should be helpful to many public and private operations with respect to their archival practices. The Federal Government is fortunate in having the necessary legislation and expertly staffed corps of specialists with which to insure the proper protection and preservation of its records. Generally, state governments have followed a somewhat similar pattern, as have the larger industries. However, much advice and assistance can be gained by the less well-organized records departments of other enterprises from the sound basic principles set forth in this treatise.

Also of special interest are the reports, statistics, and standards enlarged upon in Chapter xiv. These data have been gathered from authentic sources and should be helpful in determining the work-expectancy under various types of systems.

This work approaches an old problem from a modern and practical viewpoint. It is recommended reading for: 1) the "BOSS", 2) the records administrators, and 3) the file clerks upon whose shoulders fall the burden, but seldom the glory, of records management. Persons who are sincerely interested in efficient records management (either because of executive interest, administrative need, or native ability) should be grateful to the authors of *Records Management and Filing Operations* for the succinct, intelligent solutions they offer to many difficult problems which are the daily bêtes noires in this field of endeavor.

MARGARET B. CHOPPIN

U. S. Treasury Department

COMMUNICATIONS

Mr. Charles L. Stewart of the National Archives concludes his review of Caughey's *Hubert Howe Bancroft* in the January issue of the *AMERICAN ARCHIVIST* with a sharp criticism of the University of California's behavior toward the Bancroft Library. While there is room for other opinions than those expressed by Mr. Stewart as to the value of certain materials acquired by the Bancroft Library or as to the worth of the numerous theses written out of the Library's materials, there is enough of truth in his criticism to justify its statement. The University, however, has been aware of the situation and, as opportunity has offered, has taken steps to correct it. If, in recent years, the University of California has been remiss with respect to the Bancroft Library, it has been through failure to report improvements to the scholarly world, rather than the absence of action. The program for the betterment of the Bancroft Library is still in an early stage of development. Mr. Stewart's criticism, however, has created an erroneous impression which should be corrected by a report of progress.

In 1943 as the result of a report of a Committee appointed by President Robert Gordon Sproul, the Bancroft Library became a part of the General Library of the University at Berkeley, so that the policies of the University's most important special library and its large General Library might be worked out with consistency and profit. The Bancroft Library was redefined by a faculty committee as an historical library to include all material in the original Bancroft collection and to acquire material in the area of Mr. Bancroft's interests, i.e., Alaska, British Columbia, Western United States to the eastern boundaries of Montana, Wyoming, Colorado, and Texas, Mexico and Central America to Colombia.

On July 1, 1946, Dr. George P. Hammond, well known in the field of Hispanic American studies and then Dean of the Graduate School of the University of New Mexico, became Bancroft's new Director. Although Dr. Hammond, in addition to his directorship, is professor of history, his teaching duties are minimal and virtually his whole effort is directed toward the management and development of the Bancroft Library. Since Dr. Hammond's arrival, approximately \$20,000 have been spent on the development of the Bancroft collections. In the spring of 1947, Dr. Roscoe R. Hill, recently retired from the National Archives, made, on President Sproul's invitation, a survey of the Bancroft manuscript collection. As a result of his recommendations, a program for indexing the Bancroft manuscripts has commenced, looking forward to the publication of a series of guides, the first of which will be to Bancroft's California manuscripts. A publication program beyond the guide series is being developed. Under Dr. Hammond's inspiration a "Friends of the Bancroft Library" organization has been formed.

In the use of microfilm the Bancroft Library has not been inactive. For a number of years, under the direction of Professors Priestley and Bolton, graduate students and members of the faculty traveling abroad were equipped with microfilm cameras. As a result of their efforts, the Bancroft Library has acquired six thousand feet of microfilm of foreign archival material, bearing

on the field of the Bancroft interests. In January of the current year, the University appropriated a quarter of a million dollars for the microfilming of the accumulation of unbound newspapers in the Bancroft Library. The 1948-49 University Budget, recently submitted to the Legislature, carries, on Dr. Hammond's recommendation, an item for a five-year program to microfilm documents in foreign archives relating to early California and colonial Latin America.

Since the acquisition of the original Bancroft collection, materials of significance to many lines of scholarly inquiry have been acquired, e.g., the correspondence (1898-1912) of Governor Pardee, including his official correspondence while governor of California, 1903-1907; the correspondence and field notes (1903-31) of Dane Coolidge, a distinguished California writer and naturalist; the San Francisco Custom House records (1849-65); the correspondence and documents of Kit Carson as Indian Agent (1854-61); the Walter Macarthur collection of materials on the San Francisco waterfront and the Seamen's Union (1880-1930); the Codex Fernandez Leal, an original pre-cortesian Mexican codex. Quantitatively, the Bancroft Library has tripled in size since coming into the hands of the University.

Finally, the new Annex Building to the General Library, on which construction will begin this spring, includes new and enlarged quarters for the Bancroft Library.

The University of California is keenly aware of its responsibility for the preservation and expansion of the Bancroft Library. It means to discharge its responsibility for the benefit of the scholarly world and to its own credit.

DONALD CONEY

University of California Library

ITALY

Police have recovered four priceless Latin manuscripts by St. Augustine, which had been stolen from the Calci Chartress, near Pisa, last September.

The manuscripts included St. Augustine's diary, a commentary of the Gospel of St. John and an exposition of the Book of Exodus. The manuscripts, dating to the 12th century, were stolen by a Hungarian student, Mandor Zarandy, 26, who was given shelter in the Chartress by the monks.

News Notes

MARY C. LETHBRIDGE, Editor

The National Archives

THE NATIONAL ARCHIVES

The *Thirteenth Annual Report of the Archivist of the United States, 1946-47*, just published, reveals that the liquidation of the emergency war agencies is practically completed so far as planning the disposition of their records is concerned. Huge quantities of records of no enduring value have already been discarded or their disposal has been scheduled, and a steady stream of valuable records has been flowing into the National Archives. A brief descriptive list of the records received during the year, which brought the total in the custody of the Archivist to 813,280 cubic feet, is contained in the *Thirteenth Annual Report*. Copies of this report and of the *Eighth Annual Report of the Archivist of the United States as to the Franklin D. Roosevelt Library*, also recently published, may be obtained from the Exhibits and Information Officer of the National Archives, Washington 25, D.C.

The Archivist of the United States, Dr. Solon J. Buck, left February 3 for a three months' visit in the Caribbean area. Under the sponsorship of the "Exchange of Leaders Program" of the Interdepartmental Committee on Scientific and Cultural Cooperation, Dr. Buck will visit Cuba, Haiti, and the Dominican Republic and possibly Guatemala and Panama. He will seek to lay the foundations for more effective cultural cooperation between the United States and these countries, particularly in the fields of archives, libraries, and historical research.

The main bodies of records of two of the largest of the emergency war agencies, the Office of Price Administration and the War Manpower Commission, have recently been received by the National Archives. Other World War II records received include the files of the United States Strategic Bombing Survey and additional records of the Foreign Economic Administration, the Office of War Information, and the Office of Scientific Research and Development. Among older materials received are files of the District Court for the District of Columbia, 1833-1939, and records of the Post Office Department, including orders, 1876-1905, and journals, 1884-1905, of the Postmaster General.

Recordings of an extemporaneous speech by Mohandas K. Ghendhi and of speeches made by other Asiatic leaders at the Inter-Asia Relations conference held in New Delhi last April were presented to the National Archives on February 14, 1948, by Mr. Alfred Wagg, correspondent, author and lecturer. This is the only known official recording of a speech in English by the Mahatma.

THE FRANKLIN D. ROOSEVELT LIBRARY AT HYDE PARK, N.Y.

Mrs. Roosevelt has given the Franklin D. Roosevelt Library personal correspondence and other papers relating to her social activities as First Lady.

This material (which amounts in volume to over 100 cubic feet) consists mainly of correspondence concerning dinners, receptions, and other functions, including Mrs. Roosevelt's replies to invitations sent to her, acceptance or "regrets" in reply to White House invitations, and requests to be placed on White House invitation lists; guest lists, seating charts, and programs; and an index of guests on some 75,000 cards. Mrs. Roosevelt has also presented sections of her personal correspondence files and other papers for the period December 1946—September 1947. They consist of letters of sympathy received by her on the second anniversary of her husband's death, acknowledgments of her contributions to organizations and institutions, invitations to social events and to ceremonies honoring Mr. Roosevelt, requests that she address various groups, and papers relating to her duties as a delegate to the United Nations.

The functions of the Franklin D. Roosevelt Library and the scope of its acquisition policy have recently been formally stated by the Archivist of the United States. As defined, the functions of the Library are "to acquire by gift, loan, purchase, or exchange historical material related to and contemporary with material received from Mr. Roosevelt; to preserve and arrange material in its possession; to prepare and to publish finding aids and textual reproductions of material in the Library; to make material available for use under regulations prescribed by the Archivist of the United States; and to exhibit material that is appropriate for display." By "historical material" is meant manuscripts, papers, books, pamphlets, newspapers, and periodicals, motion and still pictures, sound recordings, and museum objects.

The scope of the Library's acquisition policy is confined to historical material relating to national and international aspects of American history from 1933 to the end of World War II and significant background material of earlier date (beginning about 1910) that throws light on the political, social, economic, and other changes occurring in the United States during the later period; the public life and interests of Franklin D. Roosevelt, including his philanthropic, scientific, and cultural activities; political campaigns in which he took part; and his service in public office, with special emphasis on his administrations as President of the United States; and the private life and interests of Franklin D. Roosevelt and of members of his family and his progenitors. Mr. Roosevelt's collections relating to the Hudson Valley, Dutchess County, New York State, and American naval affairs prior to about 1910 will be considered as closed and regarded primarily as a reflection of his interests.

THE LIBRARY OF CONGRESS

As part of its work for the Office of Naval Research, the Science and Technology Project of the Library of Congress is experimenting with various forms of documentary reproduction. At the recent Conference on the Bibliographical Control of Government Scientific and Technical Reports, jointly sponsored by the Office of Naval Research and the Library of Congress, there were exhibits and demonstrations of the micro card and micro library reader by Mr. Richmond of Micro Library, La Crosse, Wisconsin, and of miniature photo-offset

by Mr. Cushing of Edwards Brothers, Ann Arbor, Michigan. The advantages and disadvantages of a 3" × 5" micro card have already been the subject of considerable discussion. Independently of this discussion it is generally recognized that by virtue of optical and physical principles, projection through a transparency, i.e. microfilm, is in principle superior to projection of a reflected image, i.e. microprint. Hence the Science and Technology Project has now produced several 3" × 5" envelopes, each one of which contains a microfilm strip reproducing a complete document. On the face of the envelope there is given full cataloging information, an abstract of the document, appropriate subject headings, and a number which is also reproduced on a microfilm strip. Using equipment available in the Photoduplication Service of the Library of Congress, a maximum of 45 pages can be produced on a 5-inch strip of 35mm film at a cost of 1¢ per page. These strips can be read on a Model C Recordak reader. Aside from the inherent advantages of readability of microfilm over microprint, positives of the strip can be reproduced rapidly at a nominal cost. In addition, blow-ups in full page size can be made from the negative microfilm strips, a procedure which is not practicable with microprint in its present form.

Among the recent accessions to the Division of Manuscripts in the Library of Congress the following may be noted: deed for the sale of thirty-two acres of land in Fairfield township, Connecticut, signed and sealed by Aaron Burr [1715/16-1757], second president of the College of New Jersey and father of Colonel Aaron Burr, April 3, 1738; six boxes of additional manuscripts from the Puerto Rican Memorial Collection of material on the history and culture of the Island of Puerto Rico, 1765 to 1909; about sixty mercantile letters and memoranda, in French mainly addressed to Barthelemy Terrasson, French consul in Baltimore and later merchant in Philadelphia, July 13, 1773 to October 10, 1807; microfilm of the correspondence of Thomas Jefferson with members of the Adams family and related papers (three hundred and thirty-eight documents in all), in the Adams Manuscript Trust of Boston, 1776 to March 25, 1826; petition to Sir James Wright, royal governor of Georgia, for help against the Indians, signed by fifty-five inhabitants of Queensborough and places adjacent on the Augusta River, March 19, 1780; photographic prints and microfilm of the charters of Masonic Lodges in the jurisdiction of the District of Columbia, 1802 to 1947; photostatic copy of the diary of Isaac Coles, a secretary to Thomas Jefferson, October 9, 1806 to February 24, 1809; certified copy of deeds of mortgage and of trust, extracted from court records, showing the conveyance of certain numbered lots in the City of Washington by Daniel Carroll of Duddington, to the President and Directors of the Bank of Washington and others, 1821 to 1828; over two hundred pieces of correspondence of the Guatemalan political leader, Pedro Molina, and his wife and sons, including letters from Francisco Morazán, Mariano Gálvez, Juan Vicente Villacorta, Antonio José Cánas, Doroteo Vasconcelos, and other prominent Central American leaders, 1825 to 1838; four boxes of papers relating to the Spencerian System of Writing, including manuals, copybooks, charts, copy prepared for the engraver, corrected proofs, etc., ca. 1848 to 1905; three boxes of additional papers of Vinnie Ream Hoxie and Richard L.

Hoxie, including correspondence, military and genealogical papers, and a notebook and two diaries kept by Richard L. Hoxie while on Wheeler's Expedition, ca. 1851 to 1937; a legal document, answer in the case of Draper & Curtiss vs. Cokey & Company, entirely in the handwriting of Abraham Lincoln, filed April 29, 1858; twenty-three boxes of additional papers of John Hay, ca. 1860 to 1905; autograph letter from Mary [Todd] Lincoln to [John Fox] Potter, dated at the Executive Mansion, September 13, [1862?]; and twenty-two boxes of correspondence and other papers relating to Food For Freedom, Inc., including photostatic copies of four letters from President Truman to Mrs. Dwight W. Morrow, President, in regard to the work of the organization, 1942 to 1947 (restricted).

OFFICE METHODS BRANCH, NAVY DEPARTMENT

The Naval Records Management Center, Garden City, New York, one of the five records depositories operated by the Navy, has been designated the central depository for all health, medical and service records of separated naval and marine officer and enlisted personnel. As a result of this development over 200,000 additional cubic feet of these records have been transferred to the Center during the past three months. This move centralized in one place the records of naval and marine veterans, reduces administrative costs and releases office areas in Washington.

The broad responsibilities over office methods and procedures placed in Office Methods Branch in 1946 has made possible an increasingly integrated and comprehensive program for effecting economy and efficiency of administrative operations throughout the Naval Establishment. One aspect of this broadened program has been aimed at the improvement of reporting procedures by eliminating unnecessary or duplicating reports and by making reporting instructions clear, complete, and concise. After nine months of operation this report control project has reduced the cost of reporting requirements by 574,149 man hours. Of special importance to archivists, however, is the improvement in the informational content and usability of data collected as well as in the prevention of the creation of large volumes of useless and ephemeral records.

The joining together of management analysts and archivists with specialists of the Industrial Survey Division in periodic surveys and inspections of major naval activities has placed records management at the highest level of authority and has furnished an excellent opportunity for the enforcement of good administrative techniques, including strict compliance with records disposal schedules and the utilization of approved records practices.

At the request of the Secretary of the Army, a joint continuing records committee composed of two representatives from each of the three departments of the National Military Establishment, has been established to make studies toward the integration of policies and procedures with respect to non-current records problems common to the Army, Navy, and Air Forces. Herbert E. Angel, Director of Office Methods and Everett O. Alldredge, Chief of Field Program have been designated by the Secretary of the Navy to represent the Navy. Robert H. Bahmer and O. D. McCool represent the Secretary of the

Army, and Col. E. E. Toro and William Muller represent the Secretary of the Air Force. Mr. Bahmer has been designated the Chairman.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The 1947-48 season of the Interagency Records Administration Conference got off to a good start in October. "How a Records Management Program was Born and Developed" was the subject for the discussion lead by the I.R.A.C.'s chairman, Jack Britt, who, as records management officer of the Federal Security Agency, was in a good position to present the "agency level" point of view. His colleague, R. B. McNair of the Public Health Service gave a comprehensive report covering the development of the records program in one of F.S.A.'s constituent agencies.

Dorothy Luttrell, Ted Wagman, and Charlie Sterman shared the platform at the November meeting, their topic—"Records Surveys." "Punch Cards—A Technique for Creating Records" was the provocative title of December's meeting. Participating in the panel discussion were Morris Ullman and C. F. Van Aken of the Census Bureau, M. F. Bailey of the Patent Office, and J. M. Hand of the Navy Department. In January, M. F. Allsman and Arthur Barcan of the Navy and Arthur Uscher of the Army led an informative discussion on "Planning and Installing a Program to Control Reports." This session was followed by a social hour in the Conference Room of the National Archives. General arrangements for this innovation were handled by Conference Chairman Jack Britt who was assisted at the refreshment table by Maie Hardy of Social Security.

Several leaders in the field presented a discussion of records administration in private industry at the February meeting, and in March Philip Brooks of the National Archives reopened the question of the effectiveness of National Archives General Disposal Schedules.

Processed copies of the reports of Interagency Records Administration Conference meetings may be obtained by writing to the Conference Secretary, Joseph F. Vaughan, Room 107, National Archives, Washington 25, D.C.

TRAINING OF ARCHIVISTS

The fourth summer training course in the Preservation and Administration of Archives for custodians of public, institutional, and business archives will be offered by The American University in Washington, D.C., with the co-operation of the National Archives and the Maryland Hall of Records from July 26 through August 21, 1948. The program will provide lectures on the most important phases of work with archives and manuscripts, demonstrations, group conferences, and practical work in such fields as arrangement and description of archival and manuscript material, repair and preservation and cataloging. Ernst Posner, Professor of History and Archives Administration, The American University; Oliver W. Holmes, Program Adviser to the Archivist of the United States; Morris L. Radoff, Archivist, Maryland Hall of Records; Lester J. Cappon, Archivist, Colonial Williamsburg; and members of the staffs of the National Archives and the Maryland Hall of Records will serve as instructors. The two cooperating agencies will grant to the students the

privileges of interns for the duration of the course. The fee for the entire course, in which veterans may enroll under Public Law 16 and 346, will be \$40.00. Detailed information may be obtained by writing to Ernst Posner, School of Social Sciences and Public Affairs, The American University, 1901 F Street, N.W., Washington 6, D.C.

The University of Liverpool has instituted a Diploma in Archives, the syllabus for which follows the recommendations of the British Records Association. The first Archives Course of the University of London, announced in the January issue, opened at University College in October with Hilary Jenkinson delivering the inaugural lecture.

The preliminary announcement of the Diploma Course in Archive Administration given in the School of Librarianship of University College, London, states that the course for the diploma will be open to graduates with a first or second honours degree in Arts. Other candidates may be admitted in exceptional circumstances and by special permission of the Academic Council. Occasional students are accepted for any of the subjects of the course. The course of training will extend over not less than one year for full-time students. Twelve months' full-time paid service in an approved repository will be required before the award of the diploma. The subjects taught include General bibliography, either University or special libraries, *or* Urban, county and school libraries; palaeography of English archives, including transcription (elementary and advanced), diplomatics of English documents, administrative history, archive administration, medieval Latin, and Anglo-Norman French.

AMERICAN NATIONAL RED CROSS

Miss Elizabeth W. Meade who was with the War Records Office, Navy Branch, of the National Archives from 1942 to 1946, was appointed Research Assistant with the American National Red Cross, Historical Division, on June 1, 1947. This position has been created as an experiment in screening the current files of the organization for historical purposes. It is hoped that in this way basic historical documents will be preserved despite the inevitable pressure to reduce the huge volume of the current files. From 1935 to 1942 Miss Meade was Assistant Archivist of the State of Maryland at the Hall of Records in Annapolis.

FOREST PRODUCTS HISTORY FOUNDATION

In its first year of existence the Forest Products History Foundation has explored the scope of the industry, surveyed the work that has already been done, and marked out the lines of activity that a Foundation of this kind should engage in, according to its first publication, *The Forest Products History Foundation* (St. Paul, Minnesota, 1947).

About seventy historical societies and depositories replied to a questionnaire concerning their holdings of manuscript material on this subject, and this information has been classified as to place and type, mimeographed, and distributed to those interested in having such a list. Items that can be added to the inventory are eagerly sought by the Foundation, which believes that records should be stored and preserved in the regions of their origin, and which there-

fore seeks to cooperate with local collecting agencies in locating, collecting, storing and preserving historical records.

NATIONAL COUNCIL FOR HISTORIC PRESERVATION

Inaugurated at Washington last April, the National Council for Historic Preservation and its subsidiary organization, the National Trust for Historic Preservation, held a series of conferences October 20-21, 1947, at which representatives of about 19 historical societies and interested organizations, together with representatives of the National Park Board, the National Archives and the Library of Congress, adopted by-laws and elected officers. The Council, in no way under federal control but a free functioning agency, will "further the preservation, study, and interpretation for the public benefit of historical sites and buildings situated in the United States and its possessions and significant for American history and culture." The charter of the Trust, resembling Britain's national trusts, enables it to hold, administer, and dispose of any properties it takes over.

PRESBYTERIAN CHURCH

The official repository for all records and other historical documents relating to the Presbyterian Church, the Department of History of the General Assembly, has invited local presbyteries to deposit one copy of their minutes with the Department as a basis for the writing of the church's history in this country, and has asked local churches to bind the weekly church calendar for each year to be placed with other official records in a fireproof vault in the nearest bank. New collections added and catalogued during the past year include records of the General Assembly's Permanent Judicial Commission, the Special Committee on Pensions, the Department of Publicity, the Committee on Union with the Protestant Episcopal Church, legal opinions of the Stated Clerk, correspondence of field workers of the Board of Christian Education, and records of individual judicatories and churches.

The Presbyterian Key, a publication of the Historical Society which last appeared in mimeographed form in May 1946, assumed printed form with the first number of volume three, December 1947.

Dr. Thomas P. Johnston, pastor of the First Presbyterian Church of Kingsport, Tennessee, has been elected chairman of the Executive Committee of the Historical Foundation at Montreat, succeeding Dr. R. F. Campbell. A committee of three has been appointed to promote the interest of the Foundation throughout the Church.

SPECIAL LIBRARIES ASSOCIATION

The Archives Committee for the year 1946-1947 consisted of Wilma Troxell, Librarian, Medical, Dental and Pharmacy Library, University of Illinois, Eva Traschel, Librarian, Curtis Publishing Company, and Abigail Hausdorfer, Chief Librarian, Pennsylvania Area College Centers, Chairman.

Miss Traschel undertook to trace the archives of defunct Chapters, Groups and Committees, but reports no work as yet accomplished on this project. Miss Troxell's work on the Committee was to follow up on the work begun last

year of having the Chapter and Group Archivists fill in forms outlining their activities by year. In April, letters and forms were sent to be filled in for the back years, as needed, and for the current year. If the name of the Archivist was not known the forms were sent to the Chapter President or Group Chairman. Last year all histories and completed forms were deposited at headquarters. Miss Troxell will do the same with the material received this year.

Some progress has been made on indexing the Minutes of the Executive Board and Advisory Council.

INTERNATIONAL ORGANIZATIONS

Food and Agriculture Organization

Harriet Hill Kraus, Barbara H. Pond, Vivian Toba Burke, Nancy W. Moore, and Denise Y. Berthelon have joined the staff of the Food and Agriculture Organization Registry. Miss Kraus received her training at the University of Wisconsin, Agnes Scott College, University of Richmond, and George Washington University and was formerly employed in the Office of the Secretary of the Library at the Library of Congress. Mrs. Pond is a graduate of the University of Michigan and served on the staff of the Hispanic Foundation at the Library of Congress. Miss Burke, a graduate of George Washington University, formerly served as an assistant instructor at that institution. Mrs. Moore, a native of New Zealand, came to FAO from the Shanghai regional office of UNRRA. Miss Berthelon, a native of France, received her training at the Universities of Paris and Innsbruck, and formerly was employed with French occupation forces in Austria.

Preliminary studies completed by the Records Section of the Registry include checklists of the records of the United Nations Conference on Food and Agriculture, held at Hot Springs, Virginia, May-June 1943, and the records of the United Nations Interim Commission on Food and Agriculture 1943-1945, now in the custody of FAO. The Reference Section of the Registry has in the final stages of preparation a history of the first session of the World Food Council held in Washington, November 4-11, 1947.

Unesco

The Programme and Budget Commission presented to the General Conference in Mexico City on November 29, 1947, a set of draft resolutions of which Chapter 2, *Communications*, Section 3.1.4 reads as follows:

Archive Development. The Director-General is instructed to assist in the promotion of an International Council of Professional Archivists, and shall assist in the holding of an inaugural meeting of the proposed Council during 1948.

FOREIGN NEWS

Great Britain

A complete survey of existing ecclesiastical archives down to those of Archdeacons is being undertaken by the Pilgrim Trust. The survey is based on personal inspections and its results will be published.

The Records Preservation Section of the British Records Association con-

tinues to make special efforts to save obsolete records in solicitors' offices from destruction, and has been aided in that work by a special allocation of funds from the Council as well as by a Special Appeal Fund amounting to about £600, opened last year by a letter in the *Times*.

Sir Cyril Flower has retired as Deputy Keeper of the Records and has been succeeded by Hilary Jenkinson.

India

The annual report of the Madras Record Office for 1946/47 indicates that space problems have made it impossible to transfer from their war-time accommodation in Chittoor any of the records of the Office except a large number of survey maps. An innovation at this agency was the creation of a post of Research Assistant, whose duty consists of supplying to government departments exhaustive notes on important policies on matters of current administration based upon the records.

The Madras Office continued to give advice and information on techniques of preservation to other institutions in and outside the province, notably the recently established records offices in the Northwest Frontier Province and the State of Patiala, and the Oriental Manuscripts Library, Madras.

Venezuela

Dr. Ambrosio Perera, formerly Director of the Archivo General de la Nación and now a member of the opposition in the Constituent Assembly, in September granted an interview to the newspaper *El Gráfico* in which he stated his views on what a national archives should be and his criticisms of the present administration of the Venezuelan archives. The newspaper article is illustrated with photographs of equipment used in the National Archives at Washington.

ALABAMA

The World War Memorial Building in Montgomery, occupied by the Alabama State Department of Archives and History, is soon to have steel book stacks installed in a large room designed for that purpose when the building was erected eight years ago. These stacks will make it possible for the thousands of valuable volumes in storage in the building to become available for research workers.

COLORADO

Through the American Embassy in London, LeRoy R. Hafen, Executive Director and Historian of the State Historical Society, was invited to be the first Lecturer on American History at the University of Glasgow, Scotland, for the year 1947-48. The position contemplates historical research in the British Isles in addition to the lectures at the University. During his absence Edgar C. McMechan, Curator of the State Museum, is serving also as Executive Director of the Society.

Vergil Peterson has resigned as Associate Archivist of the State Archives Division to return to the insurance business, and Celeste Albright, assistant archivist, has taken a position at the University of Missouri Library.

DELAWARE

The *Annual Report* of the Public Archives Commission of the State of Delaware has been published for the fiscal year 1946-1947 and is available for distribution.

Microfilm facilities have been expanded by leasing another Recordak, rotary-type, camera with an automatic feed to increase production. The dark room in the Photo Section has been remodeled to accommodate the new equipment necessary for processing, printing and enlarging still photographs.

Mrs. Evelyn S. Griffin, formerly employed as a Document Restorer, is now serving as a Library Assistant in charge of the Reference Room. Mrs. Alberta C. Warren succeeds Mrs. Griffin as Document Restorer and Mr. John Evans Poore, a veteran, has joined the staff as a Junior Photographer.

GEORGIA

The State Agricultural and Industrial Board, with the cooperation of the State's libraries, arranged a Georgia Heritage Exhibit of rare books and manuscripts which traveled the route of the Freedom Train through the State from the middle of December through early January.

ILLINOIS

George B. Brown and Icko Iben, both of the University of Illinois Library Staff, went to Cairo, Illinois, in November to safeguard some of the business records that were reported in danger of destruction with the warehouses and other business structures along Ohio Street, which were being removed in a levee and beautification project.

The University Library has a more than passing interest in such records, especially since the Business Records Library accumulated by C. M. Thompson, Dean Emeritus of the College of Commerce, was incorporated into the Library several years ago. The Library expects to add to this rich source material whenever the opportunity arises.

The recent trip yielded two distinct sets of records, one illustrating the activities of the New York Mercantile Store and the other those of the Cairo Coal Company. More additions are expected, as several persons in Cairo interested in the Library's objectives are cooperating in safeguarding records known to exist and being of no value to their present owners. Before leaving Cairo, Mr. Iben wrote a story published in the *Cairo Evening Citizen* of Saturday, November 29, 1947 which is expected to arouse more interest in the records problem. Mrs. Evelyn J. Snyder, Librarian of the Cairo Public Library, has been especially helpful in establishing contacts for the Illinois men.

LOUISIANA

The Department of Archives, Louisiana State University, has recently acquired several groups of account books and related papers of physicians and dentists of rural East Louisiana, 1850-1900. Other recent manuscript accessions include the diaries of a Confederate army captain and of a resident

civilian describing the siege of Vicksburg, 1862-63; diaries and papers of the Eggleston and Roach families of Vicksburg pertaining to cotton plantation life in Southwest Mississippi, the Union occupation of Vicksburg, and other matters, 1825-1903; papers of the Daniel B. Pinson family reflecting cotton plantation economy and management by a woman plantation owner in Southwest Mississippi, 1820-72; personal papers and account books (in French) of Joseph Girod of St. Charles Parish and New Orleans relating principally to the philanthropic Girod Fund established by his uncle, Nicholas Girod, the first elected mayor of New Orleans, 1816-99; and 975 manuscript items and account books of free people of color—storekeepers, farmers and their descendants—of Isle Brevelle, Natchitoches Parish, 1829-1937.

Work has begun on the preliminary arrangement and description of the research and unpublished inventory materials of the Historical Records Survey unit of the former Louisiana Statewide Records Project that were transferred to the Department of Archives as the sponsoring agency in 1943.

MARYLAND

Editorial work on the third calendar of Maryland State Papers has begun at the Hall of Records. The collection known as the *Brown Books*, a miscellany covering the Revolutionary period, contains nearly 800 separate items. Publication during 1948 is expected.

Somerset County Judgments, 1665-1788, formerly at Princess Anne, Maryland, have just been received from the Clerk of the Somerset County Court.

By authority recently granted by the Board of Public Works, the current revision of the *Maryland Manual*, a compendium issued by the State for over fifty years, is being undertaken by the Hall of Records which has augmented its staff for this purpose.

Recent accessions to the collections of the Maryland Historical Society include the letters of Levin Richardson of Church Creek, Dorchester County, 1819-1865, concerned with shipping and public affairs, the abstract of a general muster of Col. Otho H. William's Maryland Brigade, dated August 1, 1781, and non-current records and miscellaneous materials of the Episcopal Church of the Redeemer, Baltimore.

MASSACHUSETTS

The Manuscript Division of the Baker Library, Harvard University Graduate School of Business Administration, was reopened in Room 225 of the Library. This Division which includes ledgers, journals, and other documents of early American companies is now under the direction of Mrs. Carolene Peeler, formerly a member of the National Archives staff. Dr. Purnendu Basu, Assistant Director of the Archives of India at New Delhi, was a recent visitor at the Library; Dr. Basu is studying archives in the United States on a grant from his government.

A center for scientific aids to learning to study methods of collecting, organizing, and communicating knowledge will be established at the Massachusetts Institute of Technology under a grant of \$100,000 from the Carnegie

Corporation of New York, Dr. Karl T. Compton, President of the Institute, announced on December 14. The new center is conceived as a national and international resource in its field and will concern itself with research and experimentation on aspects of printing, documentary reproduction, visual education, sound recording, and mechanical selection systems. It will also serve as a center for training technicians, librarians, and others in allied fields in the theories and practices of scientific aids to learning.

John E. Burchard, director of libraries, and Dr. Vernon D. Tate, librarian of the Institute, issued a joint statement outlining the objectives of the center which is reprinted in *Library Journal* for January 15, 1948.

MICHIGAN

Recent manuscript accessions of the Michigan Historical Collections, University of Michigan, include 253 volumes of records of the Louis Sands Salt and Lumber Company and of the Sands and Burr Bank, Manistee, Michigan; James B. Angell family papers consisting of correspondence and the Ann Arbor, Pekin, and Constantinople diaries of Mrs. Angell; Professor Andrew C. McLaughlin papers which include correspondence and lecture notes in American constitutional history; diaries and correspondence of Professor William Joseph Hussey and his wife, Ethel Fountain Hussey; diaries and papers of Dean Alfred Henry Lloyd; a Mackinac Island Impost Book, 1802-1856; and Bela Hubbard's field notes of the geological survey of Wayne and Monroe counties, Michigan, 1838.

The Rev. John Comin, D.D., honorary curator of the Michigan Historical Collections since 1939, died at his home in Ann Arbor on December 31, 1947, at the age of 78. During his long career in the ministry he had served several Presbyterian congregations, and for a number of years he had been an officer of the Synod of Michigan, retiring in 1945 as stated clerk. Dr. Comin gathered and placed in the Collections a large body of early church records which he used in writing a history of the Presbyterian Church in Michigan. The manuscript of this work, which he had completed a few months before his death, and his other papers are now in the Michigan Historical Collections.

F. Clever Bald, who has been on the staff of the Michigan Historical Collections since 1945 as university war historian, has been appointed assistant director of the collections. He will continue to give part of his time to writing the history of the University of Michigan in the war.

MISSOURI

A collection of Bingham family letters, 70 in number, and mostly from the period between 1835 and 1879, has been given to the State Historical Society by Mrs. W. P. Bowdry of Ft. Worth, Texas. The former owners of the letters were Mrs. W. C. Roberts of Marshall, a grandniece of George Caleb Bingham, and Mrs. Mary Bingham Turley of Arrow Rock, a first cousin once removed of the artist. Of these 70 letters 27 are from George Caleb Bingham, 17 are from his brother M. A. Bingham, and two from an earlier period, dated 1814 and 1826, are from his grandfather, George Bingham.

NEW YORK

Four years ago the New York Public Library acquired the Aleutian manuscript texts recorded by the late Waldeman Jochelson when he headed the ethnological section of the scientific expedition sent by the Russian Geographical Society to the Aleutian Islands and Kamchatka. With his assistants Jochelson reached the peninsula in the summer of 1910 and spent the following winter studying the language and culture of the aborigines, the Kamchadals, or as they call themselves, Itelmens ("men"). He recorded a number of texts in Kamchadal and wrote several papers on Kamchatka and its natives, which have remained largely unpublished. Last year all these manuscripts came into the possession of the Library.

OHIO

The Hayes Memorial Library, Fremont, Ohio, has added recently the following to its manuscript collections: fifteen original letters written by President Rutherford B. Hayes to: Dr. Francis H. Brown, Boston, July 22, 1868; Columbus Delano, May 14, 22 and August 7, 1873; B. R. Cowen, Washington, D.C., May 1, 1873; William E. Chandler, June 30 and December 31, 1876; William C. Howells, July 15, 1876; A. T. Britton, Police Commissioner, Washington, D.C., July 20, 1877; George Bancroft, November 23, 1880; E. C. Brown, New York City, May 17, 1884, enclosing an autograph transcript of his letter to William Henry Smith, August 24, 1864; E. Rosewater, editor, *Omaha Bee*, Omaha, Nebraska, August 20, 1887; Lucius Fairchild, September 23, 1887; Robert C. Winthrop, March 10, 1891; and Walter H. Page, editor, *The Forum*, November 30, 1891. The original document appointing William Ware Peck of New York an associate justice of the Supreme Court of the Territory of Wyoming, December 14, 1877, was presented by R. Colcord, Office Manager, Pan American World Airways System, Atlantic Division, Long Island City, N.Y.

Photostat copies of 25 original letters and 7 documents written and signed by Rutherford B. Hayes were also added to the manuscript collections of the Library, by courtesy of the following: three Hayes letters to V. B. Horton, January 18, 1877, George W. Jones, June 11, 1880, and Edward W. Bok, October 26, 1891, courtesy of Judge Cary Bok and Cary W. Bok, Philadelphia, Pa.; twelve Hayes letters to Warner M. Bateman, Cincinnati, O., 1865-1878, two letters of A. T. Wikoff, Columbus, O., 1875; and eleven letters of W. K. Rogers (private secretary to President Hayes), to Warner M. Bateman, courtesy of Mr. Bateman's son, W. M. Bateman of Cleveland, O.; two Hayes letters, courtesy of Clarence S. Metcalf, Director, Cleveland Public Library; eight Hayes letters and seven documents, courtesy of Russell H. Anderson, Director, Western Reserve Historical Society, Cleveland, O.

Microfilm copies (4 reels) of the executive correspondence of Governor Rutherford B. Hayes of Ohio, 1868-1872, 1876-1877, copied from original papers in the Library of the Ohio State Archaeological and Historical Society, Columbus, O., courtesy of Erwin C. Zepp, Director, were added to the Hayes Papers of the Hayes Memorial Library.

Manuscripts pertaining to the history of the Wyandott Indian mission of Ohio at Upper Sandusky were added, as follows: two letters of William Walker of Upper Sandusky to the Rev. James B. Finley, April 25, 1824, and May 21, 1831, and an address by the council of the Methodist Episcopal Church to the "Chiefs, the speakers and all our Coloured brethren in the Lord at Upper Sandusky . . .," August 16, 1820. Photostats of manuscript maps and drawings of Sandusky, 1816-1818, were presented to the Library by courtesy of Charles E. Frohman, Sandusky, O.

Miscellaneous manuscripts acquired recently include: The C. W. Moulton collection consisting of ten letters from John Sherman, 1866-1889; one letter from William T. Sherman, 1889, and four letters from S. B. Benson, Garfield, N.J., 1887; telegram from H. C. Corbin to R. B. Hayes, September 17, 1881, reporting condition of President Garfield; 26 Civil War letters, 1862-1864, to Annie F. Howells, from R. Williams, Willis D. Maier and J. W. Walkins; letters Stanley Matthews to James A. Garfield, April 10, 1878; John Sherman to William C. Howells, January 26, 1882; and William Henry Smith to William C. Howells, May 13, 1864; and the autograph manuscript of "Sherman's Opinion of Grant," edited by Allen Thorndike Rice and published in the *North American Review*, February, 1886.

The following is a list of manuscripts recently acquired by the Ohio State Archaeological and Historical Society: Papers of Governor Samuel Huntington, early 1800's; 140 political letters of Ohio Congressmen, 1806-1915; political letters of Wm. P. Cutler, Major E. C. Dawes, and Beman Gates, 1840-1903; 19 letters, 1806-07, on the Burr conspiracy by Ohio officials; 39 circulars, Auditor's Office, Belmont County, Ohio, early 1800's; Ohio militia, War of 1812, muster and payrolls, 1812-1816; papers of John Rankin, anti-slavery leader from Ripley, Ohio; letterbooks and account books of Alfred P. Edgerton and Henry Hicks concerning the Wabash and Erie Canal, and the American Land Company, Hicksville, O., 10 volumes, 1841-1884; papers of Howard Jones, Circleville, O., on birds of Ohio; family letters of Dr. John Mears, Pittsburg, London, etc., 1804-1884; family letters of the Fawcett and Larwill families, added to the John and Joseph Larwill Collection; 5 business account books, Marietta, O., 1816-1854; 2 scrapbooks on the Columbus City Railway, and the Cincinnati Street Railway, by Harriet Wilson; Ohio church records of the Methodist Episcopal Church, 1814-1844, and the Presbyterian Church, 1881-1940.

OKLAHOMA

Mr. Gaston Litton, a former employee of the National Archives and for the past four years an administrator of Latin American libraries, has resigned the post of Director of the American Library in Managua, Nicaragua, to organize a new division of archives at the University of Oklahoma.

OREGON

Oregon State Library has acquired the major portion of the essential records of the Capital National Bank of Salem, later the First National Bank, covering

the period 1885-1924. Included are surviving portions of other correspondence files, the ledgers, trial balances, and samples of other books kept by the bank, the financial records of various commercial enterprises associated with the bank or its officers. The records show light on various civic enterprises such as the building of the first bridge across the Willamette at Salem, and the building of the city's first streetcar line. They also reveal much regarding banking conditions and the interest of the bank officers in state legislation.

PENNSYLVANIA

Act no. 260 of the 1947 General Assembly of Pennsylvania approved by Governor James H. Duff on June 14, 1947 amends the Administrative Code relating to the powers and functions of the Pennsylvania Historical and Museum Commission. The Commission now has as one of its divisions the former State Archives Division of the State Library. Many basic provisions of the uniform state public records legislation advanced by the Society of American Archivists some years ago have been written into the amended powers of the Commission. The Commission is made legal custodian for records, empowered to investigate the condition and use of all public records, both state and county, and to make recommendations for proper care or for transfer to the archives. It is likewise empowered to set up uniform standards for keeping records. Powers of the Commission to employ expert personnel for historical and archaeological research are also broadened.

The Swarthmore College Peace Collection, begun as a memorial to Jane Addams, with the records of her activities in the Women's International League for Peace and Freedom as a nucleus, is described in a *Guide* prepared by Ellen Starr Brinton, Curator, and Hiram Doty, Assistant Curator (*Peace collection publication* no. 1, Swarthmore, Pa., 1947). The founders of the collection, the scope of which is world-wide, hope to include "the records of the efforts of men and women who have labored over the centuries against hatred, violence and warfare between nations, races and groups;" the object of this guide therefore is not only to inform scholars and research students of the material already available but also to arouse individuals and peace groups to search for personal and organizational records that should be permanently preserved.

TENNESSEE

The Librarian of Fisk University, Nashville, Arna Bontemps, describes in a recent pamphlet issued by the University the archives of the American Missionary Association deposited in the Library. Forty-eight chests filled with more than 150,000 letters, rare pamphlets, circulars, proclamations, photographs, petitions, and constitutions tell the story of the Association's activities from 1839 to 1879 and provide rich material for biographers of prominent men of that period and historians of negro slavery, abolition, colonization, education, and the South.

The Library has announced that the use of this important collection must be postponed until the large and expensive task of its processing is completed.

UTAH

The State of Utah has joined the ranks of those states endeavoring to preserve their historical heritage by setting up an office of State Archivist with proper powers to acquire or sequester historical mementos and data that they may be preserved for future generations.

On June 27, 1947 Mr. William R. Palmer of Cedar City, Utah, was appointed to the office of State Archivist by President Levi Edgar Young of the Utah State Historical Society in the following statement:

To Whom it may concern;

This will certify that William R. Palmer has been appointed by the Utah State Historical Society as Archivist for the State of Utah, and will therefore be its representative in accordance with the laws of 1917 setting up the Society as a state institution, which provides: "that the society shall hold all its present and future collections of property for the state, and is hereby made custodian of all records, documents, relics and other material of historical value, which are now or hereafter may be in charge of any state, county or other official not required by law to be kept as a part of the public records, ten years after the current use of the same, or earlier in the discretion of the heads of such departments. Copies of these records when made and certified by the Secretary of said Society under oath and seal, shall have the same force and effect as if made by the original custodian."

At the time the State Legislature passed the law making the Historical Society a state institution it did not make specific arrangements for housing archives. Nothing was done about the matter until about a year ago when the Board of Control had its attention called to the fact that various official Utah documents were appearing in libraries and collections outside of the state. At that time the Board of Control instructed the Secretary to make a thorough investigation and report as to the various duties and privileges of the Board of Control under the law.

Mr. Palmer's appointment was a direct result of this investigation and report. It was further decided that since there was not, at present, suitable housing for archives, Mr. Palmer would visit the various counties where he would transcribe from the official county records all pertinent historical data for the Society's files, place the seal of the Society upon all records examined and advise the custodian as to proper preservation of these records.

VIRGINIA

The transfer of several thousand official documents to the Alderman Library of the University of Virginia brought to light a bundle containing sixty-five Jefferson manuscripts, fifty-eight of them unpublished letters written by Jefferson to the University's first proctor between 1819 and 1826 in regard to University's affairs. Among the numerous accessions since July 1947 of official archives, family papers, and business records, the following may be noted: twenty-four letters to William Nelson from George Washington, Thomas Jefferson, Patrick Henry, Edmund Randolph, James Monroe, William Short, Edmund Pendleton, and others, with an account of Benjamin Harrison, signed by John Marshall, 1761-1808; minute book of the Court of Loudoun County, Virginia, signed for the sessions by the justices, including

Francis Lightfoot Lee, 1762-1764; one hundred and forty-one letters to James Breckinridge of Botetourt County, Virginia, regarding national and state politics in Kentucky, 1763-1833; sixty-eight additional autograph letters of Thomas Jefferson, chiefly to Arthur Brockenbrough, Peter Carr, and Samuel Smith, and fifty photographic copies of Jefferson manuscripts, 1783-1826; material on the Henkel family of New Market, Virginia, including microfilm of the Reverend Paul Henkel's journals of his missionary journeys in Ohio and North Carolina, and a prescription book of Dr. Solomon Henkel, 1790-1860; manuscript instructions of Robert Morris' North American Land Company to a field agent, Robert James, regarding management of the company's lands in Virginia, June 1, 1796; correspondence of Thomas Law, British-American banker and canal-builder, with Henry Clay and others, forty-nine items, 1806-1834; two letters of Andrew Gregg to James Hamilton, concerning the trial of John Smith for complicity in the Burr Conspiracy, January 5 and 8, 1808; letter of Timothy Pickering to James McHenry, regarding John Wayles Eppes and Franco-American relations, May 7, 1810; one hundred and sixty manuscripts of Joseph Carrington Cabell, co-founder of the University of Virginia, chiefly letters to Thomas Jefferson, and including Cabell's personal copy of the minutes of the University's Board of Visitors, together with twelve pages of instructions to Nathaniel F. Cabell listing passages to be omitted from the published correspondence of Jefferson and Cabell, 1810-1854; letter of Abigail Adams to Mrs. Benjamin Rush, April 24, 1813; six letters of Nicholas Biddle to James Monroe, concerning diplomatic matters and the Second Bank of the United States, 1818-1819; four letters of James Madison to Thomas Jefferson, James Monroe, and Benjamin Silliman, and one letter to Madison from George Bancroft, 1820-1836; two letters of Henry Clay, concerning Jackson's administration and American naturalization policy, 1829 and 1844; thirty-six account books and manuscript school books of the Magruder family of Albemarle County, Virginia, including material on Governor Thomas Walker Gilmer and the Rivanna Navigation Company, 1830-1901; letter of John Randolph of Roanoke, Ambassador to Russia, to Washington Irving, Consul at London, regarding customs matters, August 22, 1831; two hundred boxes and sixty volumes of additional non-current records of the Bursar, University of Virginia, 1843-1945; typescript copy of the unpublished autobiography of the classical scholar, Milton Wylie Humphreys, covering his childhood in Western Virginia, his experiences in the Confederate Artillery, his education at Mercersburg Academy and the universities of Washington and Lee and Heidelberg, Germany, and his teaching career at Vanderbilt and the University of Virginia, 1844-1914; twelve account books of the Nolting family of Richmond, with material on the tobacco industry, 1856-1904; autograph letter and photostats of two letters of Gen. Thomas J. ("Stonewall") Jackson, 1858-1863; letter of Gen. John J. Imboden to Gen. James Breckenridge on Confederate military activities in Amherst County, Virginia, June 14, 1864; prescription book of Dr. Herbert Claiborne, formerly surgeon in charge of the Confederate military hospital at Petersburg, Virginia, 1889; fourteen memoranda dealing with Jefferson (literary) Society elections, Uni-

versity of Virginia, 1893; additional papers of John Lloyd Newcomb, second President of the University of Virginia, two hundred and ninety items, 1905-1942; correspondence of Mrs. Herbert George Wells, chiefly with publishers and literary agents regarding the publication of her husband's books, three hundred and twenty items, 1906-1914; additional official correspondence of Edwin Anderson Alderman, first President of the University of Virginia, twenty-seven thousand items, 1907-1933; seventy-five documents pertaining to the Charlottesville, Virginia, school system, 1909-1945; records of the Committee on Public Occasions, University of Virginia, one volume and one hundred and eighty-eight pieces, 1911-1947; records and correspondence of the Institute of Public Affairs, University of Virginia, fifteen thousand items, 1928-1943; additional records of the University of Virginia's Committee on Degrees with Honors, three hundred pieces, 1932-1946; additional annual reports to the President of the University of Virginia by heads of departments and schools of the University, five thousand items, 1933-1941; eighty-six letters on modern economic problems by various economists and jurists, including Benjamin Cardozo, John Maynard Keynes, James C. McReynolds, and Harlan Fiske Stone, 1934-1947; additional records of the construction of the Alderman Library building, University of Virginia, eighty-two items, 1936-1938; additional records of the Department of Graduate Studies, University of Virginia, four hundred and fifty pieces, 1937-1942; six hundred and twenty record-jackets of the Personnel and Placement Office, University of Virginia, 1938-1940; twelve filing cases of Selective Service data on University of Virginia personnel, 1940-1945; war diary of Lieutenant Carter Berkeley Simpson, USMC, describing his experiences at Corregidor, and continuing until shortly before his death in a Japanese prison camp, two volumes, 1941-1944; minute book of the Graduate Scientific Club, University of Virginia, 1942-1945; forty-six letters from members of the Eighth Evacuation Hospital (of the University of Virginia), U.S. Army, describing medical field activities in North Africa, 1942-1943; three hundred additional original cartoons of Frederick O. Seibel of the *Richmond (Virginia) Times-Dispatch*, 1944-1945; seven hundred pieces of correspondence of Professor John E. Wayland, regarding his historical writings on the Valley of Virginia, 1945-1947; eighty mimeographed bulletins, examinations and course outlines of the School of English, University of Virginia, 1946-1947; proclamation of William U. S. Tubman, president of Liberia, concerning the centennial of that republic, June 9, 1947; autographed manuscript of the address made by President Harry S. Truman at *Monticello*, July 4, 1947.

WISCONSIN

Ernest St. Aubin of the map and manuscript division of the Library of the State Historical Society has been appointed assistant in the Society's new archives division. The Society is preparing exhibits depicting the early years of the State for the Centennial Exposition at West Allis in August.